

# Student Handbook

## Campus Directory

1 John Sutton Hall  
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# Student Handbook

ca. 1985-1986

## Welcome

I want to extend a very warm welcome to both new and returning IUP students. We're looking forward to a great year. Your participation in university life will contribute to this success.

The *Student Handbook* is an excellent source of information for you to learn about the university and the community. Look through it now to familiarize yourself with its contents, and use it throughout the year to review academic policies and campus regulations. It can also help you to decide what cocurricular activities you want to pursue this year.

We're glad to have you with us. Best wishes in the coming year.



Dr. David A. DeCoster

Vice President for Student Affairs



# Student Handbook

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## **Quick Reference Guide**

<b>Subject</b>	<b>Who/Where</b>
Academic Advisers .....	Department Chair's Office
Add/Drop Courses .....	Department Chair's Office; Scheduling Center/G-8C Sutton Hall — Ext. 2652 Arena Drop Add
Activities/Activities Board .....	Activities Board Office/Hadley Union Building — 349-3844 Student Activities and Organizations/102 Pratt Hall — ext. 2315
ARA, Food Service, Catering .....	Foster Hall — ext. 2570
Athletic Schedules .....	Sports Information/102 Memorial Field House
Billing Information .....	Accounts Receivable/102 Administrative Annex — ext. 2207
Black Cultural Center .....	Black Cultural Center/Lewis House — ext. 2455
Bookstore .....	Co-op Store/HUB — 349-1194
Buses	
Greyhound/Trailways .....	Bus Depot/490 Water Street — 463-0213
Indiana Transit Schedules .....	Indiana Transit Authority — 465-2140
Charter Buses — Holidays, Breaks .....	Hadley Union Building/Front Desk — ext. 2590
Campus Dining Services .....	Housing and Residence Life/G-14 Sutton Hall — ext. 7554
Career Exploration Information .....	Advising and Testing Center — ext. 4067 or 5701
Undergraduate Catalog .....	Admissions Office/216 Pratt Hall — ext. 2230
Change of Name/Address/Social Security Number ...	Registrar's Office/G-8A Sutton Hall — ext. 2217
Check Cashing .....	National Bank of the Commonwealth/Hadley Union Building — 349-4160
Chemical Health Information .....	Pechan Health Center — ext. 4799
Community Service Listing .....	Student Community Services/109 Pratt — ext. 5657
Course Listings .....	Scheduling Center/G-8C Sutton Hall — ext. 2652; Department Chair's Office
Disabled Student Services .....	Advising and Testing Center/106 Pratt Hall — ext. 4067
Discrimination/Harassment	
Racial/Ethnic Harassment .....	Director for Minority Affairs/359 Sutton Hall — ext. 6490
Sexual Harassment Concerns (involving students) ..	Assistant Vice President for Student Affairs/215A Sutton Hall — ext. 4040; see Sexual Harassment Policy for incidents involving nonstudents.

Financial Aid	
Financial Aid Transcripts .....	Financial Aid Office/308 Pratt Hall — ext. 2218
Fraternities/Sororities.....	Student Activities and Organizations/104 Pratt Hall — ext. 2598
Grade Appeals	
Process .....	See Instructor, Chairperson, Dean
Forms and Information .....	Academic Affairs/204 Sutton Hall — ext. 2215
Graduation.....	College Deans
Graduate School Application .....	The Graduate School/128 Straight Hall — ext. 2222
Health Information/Promotion/Wellness .....	Pechan Health Center — ext. 6476
Health Problems/Illness.....	Pechan Health Center — ext. 2550
Housing — On/Off Campus .....	Housing and Residence Life/G-14 Sutton Hall — ext. 2696
1-Card Replacement .....	Hadley Union Building Service Desk — ext. 2590
Installment Payment Plan .....	Administrative Annex — ext. 4467
Intramurals.....	Intramural Office/101 Memorial Field House — ext. 2757
Judicial/Disciplinary Problems	
Off-Campus Students .....	Judicial Affairs/215A Sutton Hall — ext. 4040
Resident Students .....	Assistant Director, Residence Life/G-14 Sutton — ext. 2698
Legal Assistance .....	Student Legal Services/226 Hadley Union Building — 349-1202
Lost and Found .....	Campus Police/1st Floor Sutton Hall — ext. 2141
Major Changes .....	College Deans
Minority Affairs .....	Office of Minority Affairs/355 Sutton Hall — ext. 6490
Noncredit Courses.....	School of Continuing Education/Whitmyre Hall — ext. 2209
Notary Public Service .....	Hadley Union Building Service Desk — ext. 2590
Parking Permits/Parking Tickets .....	Campus Police/First Floor, Sutton Hall — ext. 2141
Perkins Loan Deferment Information/Promissory Notes .....	Administrative Annex — ext. 2234
Personal Counseling .....	Counseling and Student Development Center/119 Clark Hall — ext. 2621
Placement Testing/Career Planning .....	Career Services/302 Pratt Hall — ext. 2234
Purchase of Athletic Tickets .....	107 Memorial Field House — ext. 2751

Rape or Assault Counseling/Support.....	Alice Paul House — 349-4444
Refund Check Distribution .....	Administrative Annex — ext. 2184
Reserving Facilities Co-op Facilities .....	Hadley Union Building Front Desk — ext. 2590
University Space .....	Scheduling Center — ext. 2652
Athletic Facilities.....	Memorial Fieldhouse — ext. 7830
Residence Hall Association/Residence Hall Programming.....	Assistant Director of Residence Life, Training, Evaluation/Shafer Hall — ext. 2614
Residence Hall Policies/Procedures .....	Housing and Residence Life/G-14 Sutton Hall — ext. 2696
Residence Hall Room Changes .....	Residence/Graduate Director, Housing and Residence Life/G-14 Sutton Hall — ext. 2696
Resident Security Assistants Program.....	Assistant Director of Residence Life, Judicial and Recruitment/G-14 Sutton Hall — ext. 2698
Campus Police — ext. 2141	
Resident Student Concerns/Emergencies.....	Associate Director of Residence Life/G-14 Sutton Hall — ext. 2698
Solicitation Permits.....	Asst. to the Vice President for Student Affairs/215A Sutton Hall — ext. 4040
Stafford Loan Check Distribution .....	Administrative Annex — ext. 2518
Stafford Loan Deferment Forms Completed.....	Registrar's Office/G-8A Sutton Hall — ext. 2216
Student Congress.....	Student Congress/Hadley Union Building — 349-1377
Student Organizations .....	Student Activities and Organizations/104 Pratt Hall — ext. 2598
Student Payroll .....	Student Payroll Office/G-22 Sutton Hall — ext. 2511
Student Telephone Numbers .....	Student Telephone Directory Campus Operator — ext. 2100
Study Skills/Reading Improvement Assistance/ Test Taking Skills Assistance .....	Learning Center/203 Pratt Hall — ext. 2729
Suspension of Financial Aid Eligibility .....	Financial Aid Office/308 Pratt Hall — ext. 2218
Telephone Concerns (On-Campus) .....	Housing and Residence Life/G-14 Sutton Hall — ext. 2697
Testing, Standardized .....	University Testing Services (Career Services)/302 Pratt Hall — ext. 2235
Testing, Summer Placement .....	Advising and Testing Center/106 Pratt Hall — ext. 4067
Ticket Sale Information .....	Hadley Union Building Front Desk — ext. 2590

Transcript .....	Registrar's Office/G-8A Sutton Hall — ext. 2217
Transfer Credits IUP Enrolled Students .....	Registrar's Office/G-8A Sutton Hall — ext. 2217
Students Transferring to IUP .....	Admissions Office/216 Pratt Hall — ext. 2230
Tutoring .....	Learning Center/306 Pratt Hall — ext. 2159
U.S. Post Office.....	Folger Hall — ext. 2578
Veterans Information .....	Veteran's Affairs/302 Pratt Hall — ext. 3009
Withdrawal from a Course .....	Instructor/Adviser
Withdrawal from the University .....	Advising and Testing Center/I06 Pratt Hall — ext. 4067
Work-Study Job Listing .....	Financial Aid Office/308 Pratt Hall — ext. 2218



## The University Introduction

### University Facts and History

Indiana University of Pennsylvania is the fifth largest university in a state that boasts more colleges and universities than nearly any other. Founded in 1875, the university draws its fourteen thousand-plus enrollment from nearly every state and scores of foreign countries. With three campuses located in the foothills of the Allegheny Mountains, IUP is one of fourteen members of the State System of Higher Education.

In forty-five academic departments located within six colleges and two schools, IUP offers more than a hundred major fields of study. Graduate programs in many professional and applied areas are available, as well as six programs at the doctoral level. IUP's internship program is the commonwealth's largest, providing students with on-the-job experience to supplement their classroom learning. Nearly every year, IUP is singled out by national guides that rate values in higher education. Most recently, *Money* magazine's *Money Guide* ranked the university twenty-second among all the nation's public universities (and number one in Pennsylvania). *Money* sought to identify institutions that "deliver the best education for the buck."

### Branch Campuses

IUP operates two branch campuses. The first branch was established in September 1962, in Punxsutawney. The following year the Armstrong County Campus in Kittanning was opened. Approximately 280 students are enrolled at the Punxsutawney Campus and 500 students at the Armstrong County Campus. Both campuses have university faculty members who teach full time at the branch campuses. To meet special curriculum needs, other faculty members from the main campus travel to the branch cam-

puses. The branches provide one or two full years of university work which, if satisfactory, is transferable to the main campus of IUP or to other accredited institutions. In addition, students may enroll in Associate of Arts programs in business or criminology at the Punxsutawney Campus. Also located at Punxsutawney is the IUP Culinary School which offers a two-year certificate program.

### Purpose

IUP strives to fulfill the primary purpose of education: To stimulate and guide student self-development. This is in order for the student to learn how to make a living and how to live. The intellectual climate helps develop students' mental discipline; and their contacts help to stimulate their imagination, extend their tolerance, and enable them to make critical and independent judgments and mature decisions. The motivated student is challenged by being offered a broad perspective in many curriculums and the opportunity to study particular interest in depth. Believing that self-education is also a most important aspect of any education, the faculty and staff encourage students in both the ability and the desire to teach themselves.

## University Structure

### Academic Affairs

The principal goal of the Academic Affairs Division is to provide students with undergraduate, graduate, and continuing education programs that are responsive to personal and professional needs and that are intellectually stimulating and challenging. As one means to this end, the division strives to attract faculty who are committed to excellence in teaching and scholarly activity. Included within the academic affairs division is responsibility for academic deans and colleges, the libraries, summer sessions, the Branch Campuses, the Registrar, and numerous offices and programs supporting the educational mission of the university. The Office of the Provost and Vice President for Academic Affairs is located in 205 Sutton Hall.

### Student Affairs

The mission of the Student Affairs Division is to promote and support the intellectual, emotional, social, cultural, career, and physical growth of each student. This mission is accomplished through programs, services, consultation, instruction designed to facilitate student development, an array of activities which complement the academic mission, and specialized orientation programs for prospective and enrolled students. Areas within the Student Affairs Division include Admissions, Advising and Testing Center, Black Cultural Center, Career Services, Counseling and Student Development Center, Financial Aid, Health Center, Housing and Residence Life, Intercollegiate Athletics, Learning Center, Student Activities and Organizations, and Student Cooperative Association. These offices and services are described in greater detail in this handbook. The Office of the Vice President for Student Affairs is located in 212 Sutton Hall.

### Administration

The Administrative Division is a service-oriented division responsible for administering the university development, maintenance, and required support services. Areas within this division include Human Resources, Public Safety—including Campus Police, maintenance and operations of

university buildings and grounds, Purchasing, Inventory Control, Motor Vehicle Fleet, Campus Physical Planning, Postal Service, and Telecommunications. The Office of the Vice President for Administration is located in 235 Sutton Hall.

## Finance

The Finance Division is primarily concerned with financial and computing services to the university. The finance division includes the following areas: Information Systems and Communication Center (formerly the Computer Center), Payroll, Accounts Receivable, Accounts Payable, Student Aid Accounting, and other key offices responsible for the fiscal operations of the university. The Office of the Vice President for Finance is located in 229 Sutton Hall.

## Institutional Advancement

The Institutional Advancement Division is organized primarily to enhance the university's image, broaden its identity, and build a long-term voluntary relationship between the university and its constituencies in order to stimulate greater understanding and support and to generate private financial support for the university. Areas within the institutional advancement division include Alumni Affairs, development offices, Public Relations, News Services, Publications and Printing, and the Foundation for IUP through arrangements with the foundation board. The office of the Vice President for Institutional Advancement is located in 301 Sutton Hall.

## The Office of Minority Affairs

The Office of Minority Affairs was established to systematically assess the needs and campus experience of minority students. Services provided reflect minority students' interests along with concerns and programs to enhance the educational and cross-cultural experiences of all students. These activities represent part of an overall commitment by the university to create a campus climate that values diversity while encouraging tolerance of and respect for differences. The range of services, programs, and activities include: faculty and peer mentor programs; special orientation programs for new minority students; programs and workshops on cross-cultural communications/ relations; academic, personal, and financial counseling. The Office of Minority Affairs is located in 359 Sutton Hall.

## University Governance

### Graduate Student Assembly (GSA)

The Graduate Student Assembly is the formal organization representing the graduate student body's interest at IUP. It is composed of two elected representatives from each department offering a graduate program.

The GSA meets regularly to review and make recommendations on both university and Graduate School policies. By serving as an information center for all graduate students, the GSA seeks to enhance the cultural, intellectual, and social life of the part-time and full-time graduate student.

## Student Congress

To the extent that the Student Congress is officially recognized by IUP as the representative body of the student population of the university, the Student Congress shall have such powers as are provided by law. The institution retains the right to work with and cooperate with other student organizations.

1. The Legislative Branch of the Student Congress, referred to as the Assembly, comprises two houses, the Student Congress Senate and the Student Congress House of Representatives. Student Congress Senate membership consists of a number of senators equal to the undergraduate student segment of the IUP Senate. The membership of the Student Congress House consists of sixty-four members. All senators and representatives are elected in a universitywide election as prescribed in the Student Congress Constitution.
2. The Executive Branch of the Student Congress provides administrative support and carries out the directives of the Assembly and comprises the president, vice president of the Senate, vice president of the House, the secretary, the treasurer, and all joint Student Congress committee chairs.
3. The Student Congress Judicial Branch, or the Rules Committee, consists of four senators, four representatives, and a chairperson.
4. The Student Congress has four standing joint committees of the House of Representatives, eight standing committees of the House of Representatives, and five standing committees of the Senate. The chairperson is nominated by the Student Congress president and approved by a majority vote of both houses.

## The University Senate

The University Senate is the body at the university that reviews old policy and recommends new policies and regulations affecting the welfare and operations of the entire academic community. It is especially active in the areas of academic policy, curriculum, and student affairs.

Organized in 1966 as a Faculty Senate, it was originally composed of all full-time faculty and administrators at IUP. In 1971 it became a University Senate and admitted students as voting members. The first elections for student seats were held in September, 1971. Now, students compose twenty-seven percent of the Senate, administrators make up eighteen percent, and the remaining fifty-five percent is faculty.

Recommendations passed by the Senate are sent to the president and Council of Trustees for action. The student segment of twenty-seven percent represents the highest percentage of student representation on such a body of all colleges and universities in Pennsylvania. In fact, the large percentage of students on the governing body places IUP in the top five percent of all colleges and universities in the U.S. for student involvement on the governing body.

The entire Senate is headed by a chair, vice chair, and secretary. Four Senate committees most directly affecting students are Academic Procedures, Athletics, Curriculum, and Student Affairs.



## **Academic Affairs** **General Information**

### **Academic Dismissal**

Academic dismissal shall be administered by the dean of the college in which the student is enrolled, with notification to the registrar, the vice president for student affairs, the vice president for finance, the student's adviser, and the veterans' counselor, if the student is a veteran. For more detailed information on academic dismissal, refer to the Academic Standards Policy in this handbook.

### **Advanced Placement, Credit by Examination, Exemption**

IUP cooperates with the College Board to award credit for Advanced Placement Examinations (taken through a student's high school guidance office) and for the College Level Examination Program (CLEP). Information regarding CLEP tests is available from University Testing Services, 302 Pratt Hall. Students also have an opportunity to gain exemption or credit through the successful completion of a comprehensive examination. This type of exam, offered at the discretion of the academic department, can be obtained by making a request to the associate dean of the college. Specific information regarding advanced placement, exemption, or credit by examination may be found in the undergraduate catalog.

### **Advisory System**

The objective of the advisory system is to provide an opportunity for each student to discuss problems relative to scholastic work with a faculty member in his/her major field. Each student is assigned a faculty adviser by the chairperson of the major department in which he/she is enrolled.

A group of selected faculty members serve as freshman advisers for entering freshmen in their departments. In some curriculums the advisers continue with the same group of advisees from year to year. In other curriculums the freshman advisers remain with their advisee groups only for the students' first year; then the student is assigned an academic adviser for the remaining years through completion of his/her degree.

Faculty advisers counsel the students on academic achievement, dropping courses, changing curriculum, student activities, study schedules, and personal problems. The adviser receives a copy of the student's permanent record at the beginning of the academic year.

### **Changing Curriculum**

Students desiring to change to a new curriculum must complete an application form available from the office of the dean of the college in which the student is registered (if the curriculum change desired is from one department to another within the same college) or in the office of the dean of the college to which the student wishes to transfer (if the curriculum change is from one college to another). When a student changes colleges, the dean of the college into which the transfer is sought will evaluate the student's credits before approving the transfer. A copy of the evaluation will be made available to the student and his/her new adviser if the change in curriculum is approved. Before seeking a curriculum change, it is advisable that the student consult with the chairpersons of both the "old" and "new" departments.

### **Class Attendance**

Class attendance and class participation beyond mere physical presence are essential for maximum educational advantage and are strongly encouraged. Responsibility for all course material rests entirely with the student, whether or not he/she attends each class. Class attendance, per se, shall not be used as a basis for awarding or altering a grade in a course. This applies to freshmen through senior class levels. The exceptions to this policy are students enrolled in ED 100, EN 100, MA 100, elementary foreign languages (levels I and II), and institutional credit courses. These students are permitted a maximum of three unexcused absences during the semester. At the discretion of the individual instructor, more than three unexcused absences could result in a grade penalty, up to and including failure in the course. Also excluded from optional class attendance are students in the advanced courses of the ROTC program.

Course grade will be based on such factors as class preparation, class participation, skill development, effectiveness of oral presentations and/or written reports, quiz grades, and test and final examination scores. It is the prerogative of the instructor to administer unannounced quizzes as part of the student evaluation process and to pass judgment on the merits of all cases involving late class submissions and class requirements missed by the students.

All students are required to attend class at the opening of the semester in order to stabilize enrollments and class rosters. Revisions to this policy are being considered.

### **Class Registration**

Registration for continuing undergraduate students at IUP is carried out during the semester prior to the actual offering of the classes. During the months of March and April,

continuing students will select classes for the following fall semester; during the months of October and November, students will decide upon classes for the following spring semester.

After consulting with an adviser, the student registers, via a touch-tone telephone and according to an assigned scheduled time, for course selections chosen by the student and adviser.

New freshman students will be assigned classes for their first semester of attendance only. Notification of class schedules will be mailed to these students just prior to the beginning of the semester. Readmitted undergraduate and other students who did not participate in early registration will participate in a late registration immediately before classes begin.

After registration is completed, the student must go through the paper drop/add procedure at the beginning of the semester in order to change the schedule. The student must obtain a drop/add form from the department chairperson for such change.

After acquiring the necessary approvals, the student reports to HUB Multipurpose Room for validation of the drop/add form. The student must present the schedule verification and drop/add form for proper validation. The student then presents the validated "add" copy to the instructor of the course to be added and, if applicable, presents the validated "drop" copy to the instructor of the course to be dropped.

Students are academically and financially responsible for their commitment to classes for which they are registered at early registration. Any student who completes the telephone registration and receives a printed schedule of classes is committed to follow drop/add procedures in order to change that schedule in any way.

Also in existence is an attendance requirement which states that all students are required to attend class during the first week in order to verify class enrollment. Any student who does not verify his/her intention to remain in the class by such first-week attendance, or who does not file a validated drop slip with the instructor, will be continued on the class list and appropriately graded as "failed" at the conclusion of the instructional period.

## Quality-Point Average — Semester

To calculate your quality-point average (QPA) for a given semester, please review the following example:

Course	Semester Hours	Grades	Quality Points
Psychology 101	3	D (1)	3
Biology 103	4	C (2)	8
English 101	4	B (3)	12
Intro to Art	3	A (4)	12
Health and Wellness	1.5	B (3)	4.5
	15.5		39.5

Quality points (39.5) divided by semester hours (15.5) equal quality-point average (2.55) for the semester.

## Quality-Point Average — Cumulative

Cumulative QPA is calculated by dividing the total quality points earned by the total number of credit hours attempted. For example, a student who has attempted 77

credit hours and has earned 225 quality points has earned a cumulative QPA of 2.92 (225 quality points/77 credits attempted = 2.92).

Every undergraduate student must maintain a cumulative average of 2.00 to remain in good academic standing. Continued enrollment at the university is permitted under circumstances defined in the Academic Standards Policy, which appears in the academic policies and procedures section of this handbook.

## Fees

Information concerning fees may be found in the undergraduate catalog and is subject to change without notice.

## Library Facilities

### Library and Media Resources

The IUP Libraries and Media Resources consist of the Patrick J. Stapleton, Jr., Library, which is the central facility; the Cogswell Music Library, located on the third floor of Cogswell Hall; the University School Library in Davis Hall; and the libraries at Armstrong Center Campus in Kittanning and at the Punxsutawney branch campus. Collectively, they house over 1.2 million volume-equivalents of resources in a variety of formats. In addition to a growing book collection of over 600,000 volumes, the libraries subscribe to over 4,000 journals and newspapers and have 1.7 million items of microform. Holdings of media titles in a variety of formats are substantial. The libraries are a designated Select Government Publications Depository for material published by the federal government and by the Commonwealth of Pennsylvania. In addition, IUP is an associate member of the Center for Research Libraries. Faculty and students may apply for materials not available locally by using the Libraries' interlibrary loan service. On-line bibliographic search services are available for the payment of a nominal fee. A limited number of study carrels are available to faculty and graduate students.

While each branch library maintains its own hours of operation, Stapleton Library is open ninety-three hours a week during fall and spring semesters. Holiday, break period, and summer hours are posted separately. Regular Stapleton hours are:

Monday through Thursday . . . . .	7:45 a.m. - 11:45 p.m.
Friday . . . . .	7:45 a.m. - 6:00 p.m.
Saturday . . . . .	9:00 a.m. - 5:00 p.m.
Sunday . . . . .	1:00 p.m. - 11:45 p.m.

## Registrar

Services such as obtaining transcripts, adjusting addresses, and checking grades and schedules are available through the Office of the Registrar, located in G-8A Sutton Hall, Ext. 2217, or in the Office of the Associate Registrar for Scheduling, G-8C Sutton Hall, Ext. 2652 or 2653.

Students may obtain official transcripts (at a cost of three dollars per transcript) by applying in writing to:

Transcript Office  
G-8A Sutton Hall, IUP  
Indiana, PA 15705

The registrar's office also offers an express transcript service. This guarantees that the transcript will be placed into first-class mail on the next working day after the written request is received. The fee for this service is six dollars per copy. Phone 412-357-2217 for further transcript information.

## **Study Abroad Program**

IUP is the only school in Pennsylvania that participates in both the National and International Student Exchange Program. These programs permit IUP students to study for a semester or year at other schools for no additional cost except travel. Over two hundred different locations and programs are available. Consult the undergraduate catalog for information, or pick up brochures at the Center for International Studies, Keith Hall Annex.

## **Summer Session**

The summer program at IUP is designed to meet the needs of many students. Courses, workshops, and seminars, are offered in various colleges of the university and in numerous fields of study.

Continuing university students, including newly admitted freshmen, who wish to accelerate their program of studies will find both liberal studies and special courses in all fields of study. Students from other colleges and universities may take courses at IUP; however, they are advised to first ensure that their home institution will transfer such credits earned at IUP.

The Summer Sessions Schedule, which contains information regarding courses and activities offered during the summer sessions, is usually available after March 1 from the Scheduling Center, Room G8C, Sutton Hall, or the Graduate School, Room 128, Straight Hall.

## **Transfer of Credits**

Students who plan to enroll in another institution should make arrangements with the transcript division of the registrar's office (G-8 Sutton) to have their records forwarded.

Transfer credits for incoming undergraduate transfer students are evaluated by the assistant dean of admissions, Office of Admissions, 216 Pratt Hall, and approved by the dean of the college which the student wishes to enter. Transfer credits for IUP undergraduate students who plan to take coursework from other institutions are processed by the registrar's office, G-5 Sutton Hall. The student must have prior approval before taking courses. Forms are available in G-5 Sutton Hall. Upon completion of the off-campus coursework, official transcripts should be sent to the registrar's office. Final evaluation and approval of these courses lies with the dean of the student's college.

the student's primary major. That responsibility may be assigned to an appropriate designee. Students officially advised by the Learning Center are reviewed by the assistant vice president for student affairs.

## **Academic Good Standing**

Every undergraduate student must maintain a cumulative 2.00 GPA to be in academic good standing. There are two review periods: January and May. Continuation of enrollment is permitted under defined circumstances.

### **1. January Review Period:**

The academic standing of each student is reviewed. A student whose cumulative GPA is below 2.00 is considered to be in a probation status.

### **2. May Review Period**

The academic standing of each student is reviewed. A student must have a cumulative GPA of 2.00 to be in good academic standing.

#### **a. For a student who matriculated during the preceding summer or September, the following criteria apply:**

- if the cumulative GPA is between 1.80 and 1.99, the student is continued on probation.

- if the cumulative GPA is below 1.80, the student is dismissed.

#### **b. For a student who matriculated through the Learning Center/Act 101 during the preceding summer or September, the following criteria apply:**

- if the cumulative GPA is between 1.80 and 1.99, the student is continued on probation.

- if the cumulative GPA is below 1.80 and the student is in compliance with the participation requirements of the Learning Center program, the student is continued on probation.

- if the cumulative GPA is below 1.80 and the student is not in compliance with the participation requirements of the Learning Center program, the student is dismissed.

#### **c. For a student who matriculated in the immediately preceding semester, the following criteria apply:**

- if the cumulative GPA is below 2.00, the student is continued on probation.

#### **d. For all other continuing students, the following criteria apply:**

## ***Academic Policies and Procedures***

### ***Academic Standards Policy***

(effective July 1, 1988)

The Academic Standards Policy applies to all undergraduate degree candidates of the university. Academic standards for students enrolled in graduate courses and programs will be defined and administered through the Graduate School. Academic standards for participants in nondegree programs will be defined separately.

Authority to administer the Academic Standards Policy is vested in the dean of the college which has jurisdiction for

- if the cumulative GPA is below 2.00, the student is dismissed.

## Probation

1. Definition: Probation status is that status of any student who has a cumulative GPA less than 2.00 and who has permission to enroll in the university.
2. Student responsibilities: A student who is in probation status is expected to meet with his/her adviser prior to or within the first week of each semester to review current course load and to establish a plan of contact for the semester. It is generally anticipated that a probation student will develop personal change strategies utilizing appropriate professional resources such as adviser, faculty, Counseling Center, Learning Center, Career Services, workshops, tutoring programs, and other support systems.
3. Additional conditions: As a condition of deferral of dismissal, a dean (or designee) may include specific conditions designed to promote improved academic performance.

## Dismissal

1. A student who does not meet minimum academic standards is subject to automatic dismissal in May. Dismissal is the normal consequence of cumulative performance below the academic standards as published; the office of the dean provides confirmation of dismissal status and additional relevant information.
2. Dismissal in May includes the cancellation of previously scheduled fall classes and the elimination of guarantees associated with fall housing and dining contracts.
3. Appeal for deferral of dismissal: In certain cases extenuating circumstances may exist which in the professional judgment of the college dean or designee will warrant a brief extension of enrollment privileges at IUP. A student should understand that it is the student's responsibility to anticipate, to indicate, and to fully document and cooperate in all aspects of the process of appeal in a timely manner. The student must file in the office of the dean (or designee) the completed application for appeal with all supporting documentation pertinent to review of the appeal. All material must be filed by 4:00 p.m., June 15 to be considered for the fall semester.

## Readmission

All dismissed students seeking readmission must make application for readmission through the appropriate college office. A student who has been dismissed may use summer sessions at IUP in support of the application for readmission. The application will detail procedures including deadlines and information needed for consideration of readmission plan.

## Sufficient Progress

The IUP Financial Aid Satisfactory Academic Progress Policy requires sufficient academic progress toward a degree on both academic good standing (GPA) and sufficient progress (percent of progress) bases. The standard of academic good standing is defined within the university's Academic Standards Policy. The standard of sufficient progress for financial aid eligibility is the successful com-

pletion of seventy-five percent of the cumulative number of registered credits at IUP. "Registered credits" are the number of credits for which a student is enrolled at the end of the Drop/Add period. (For a student who was originally registered and changed at full-time status and who reduced during Drop/Add to part-time status, the registered credits will be calculated as twelve.)

A student who meets the standard of academic good standing of the Academic Standards Policy but who does not meet the standard of sufficient quantitative progress may continue in university registration, but without financial aid eligibility for the federal Title IV aid programs.

A full statement of requirements for Satisfactory Academic Progress for Title IV Federal Student Assistance is available through the Financial Aid Office. Approved University Senate – December 8, 1987

## Grade Appeal Policy

### General Statement

In general, if a student feels that he/she has been treated unfairly by an instructor (this will refer principally to grading policy but very occasionally may include genuine disagreement in class participation), he/she must try to resolve the problem first with the instructor. If the student is not satisfied with the results, he/she must speak with the chairperson of the department to which he/she is appealing. If still dissatisfied, he/she must discuss the matter with the dean of the college in question. It is recommended that each student read the IUP Grade Review Policy below for specific information on grade appeals.

### Grade Appeal Policy

If a student disagrees with the evaluation of his/her work by the instructor but has no basis for a charge of "discrimination" or "capricious evaluation," the student should discuss the matter directly with the instructor, and if unsatisfied, with the dean of the college in which the course was offered. In such cases, the decision of the instructor shall be final.

If a student believes that an improper grade has been assigned, an appeal may be filed on the following grounds:

1. **Discrimination:** On the basis of race, religion, natural origin, sex, age, ancestry, handicapped status, affectional or lifestyle preference, or political affiliation.
2. **Capricious Evaluation:** Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily in a written statement during the first week of the course) or grade assigned arbitrarily on the basis of whim or impulse. The student may not claim capriciousness if he or she disagrees with the subjective professional evaluation of the instructor.

### Procedures of Appeal

#### Level I: Informal Resolution

Every effort shall be made to resolve the disagreement level at Level I. The student must first seek a resolution to the disagreement with the instructor either in person or in writing. If the student is not satisfied with the results, the student must then speak with the chairperson of the department that offers the course. If still unsatisfied, the student must discuss the matter with the dean of the college in which the course is offered. A Student Congress member may accompany and advise the student during

the Level I procedures. Only after all attempts for resolution at Level I have been exhausted may the student initiate Level II.

## Level II: Appeal Screening

**A. Composition:** Each year there shall be appointed a Grade Appeals Committee to determine the existence of the substantive basis for appeal. The committee will be composed of seven voting members: three faculty members appointed by APSCUF, three members elected by and from the Senate Academic Committee (one faculty member, one administrator, one student), and one student appointed by the Student Congress. A quorum consists of a majority of the committee. To take action, a majority of those present must be faculty.

**B. Procedure to Initiate Appeal:** To initiate Level II of the appeal, the student must file an appeal form with the Provost's Office. This form must be filed within sixty calendar days of the beginning of the semester immediately following the semester in which the grade was received. The provost's office may extend the sixty-day limit only in unusual circumstances when equity demands it and when the student's own procrastination or misunderstanding did not substantially contribute to the delay. (Note: Grade appeals will not generally be processed during the summer. Therefore, the appeal of any grade received in the spring or summer sessions normally will be processed in the fall. A review will be scheduled in the summer only when the student's academic eligibility is jeopardized by the grade in question or when the student is a graduating senior.) The provost's office will notify the appropriate dean, department chairperson, faculty member, and the Student Congress president of the student's initiation of the Level II process.

**C. Procedure to Process Appeal:** The student will be expected to submit written documentation of his/her complaint, and the faculty member will be expected to submit in writing the course grading procedure and any other pertinent information. Appeals based on discrimination will be reviewed according to current standards of nondiscriminatory action. Appeals based on capriciousness will be reviewed in light of the faculty member's announced evaluation and grading system. The committee will review the materials to deny or confirm appeal continuance. Denial of appeal continuance must be by a negative vote of four members of the committee. This committee will inform the Provost's Office of its findings. Within five class days of the receipt of the committee's report, the provost or designee will notify the student and the faculty member of the findings. If the basis for appeal is determined to be substantive, the provost or designee will schedule a Grade Review Panel within fifteen class days to be convened prior to the conclusion of the semester.

## Level III: Appeal Review

**A. Composition:** The Grade Review Panel will consist of five voting members: one academic dean or associate dean and four faculty members. Four-fifths of the voting members will be a quorum. The Student Congress Academic Affairs Committee chairperson may advise as requested by the student. The affirmative

action officer will advise in appeals based on discrimination. The panel will be constituted from the grade review pool by random selection. The panel chairperson will be elected by and from the panel before each review.

**B. Membership:** The grade review pool will be established in the spring term to serve for the following academic year. The pool and rotational order within the pool will be established by the Office of the Provost. A pool of three deans or associate deans and twelve full-time faculty members will be maintained. In establishing the membership for each review panel, prior to each review the names of those designated as primary members of the specific panel and available as alternates will be supplied to all parties involved. A panel member may request (to the provost or designee) disqualification due to a conflict of interest. The student and the faculty member may eliminate names in proportion to the composition of the panel. Each may eliminate only one dean/associate dean and four faculty members. The instructor and the student will be supplied a list of all primary and secondary pool members. The opportunity to disqualify panel members will take place only once. Resulting vacancies will be filled from the appropriate pool of alternatives so that the panel will be composed of one dean/associate dean and four faculty members. If through self-disqualification and challenges a panel cannot be constituted from the pool, then the Office of the Provost will supplement the pool using appropriate random selection methods.

## C. Procedure

1. Both the student and the instructor will have the right to appear before the panel, present witnesses, and offer evidence. In addition to those specified in Level III, Section A, each may also bring one observer with whom he or she may consult but who may not participate in the review.
2. The panel shall determine its rules of order for internal operation. After hearing the evidence brought forth, the panel will privately deliberate and render a decision. If the grade appeal is upheld, the panel will constitute a committee of three appropriate faculty members (ordinarily faculty members from the department in which the course is offered) who will review the student's work and determine the appropriate grade or suitable remedy. The panel will incorporate this information in the determination which they then forward to the Office of the Provost for implementation. (The panel may recommend or the department may deem it appropriate that the grades of other students in the class also be reviewed.)
3. The written report sent to the Provost's Office will state whether the student's appeal is upheld or denied; if it is upheld, the committee's evaluation and remedy will be included. All documents supporting the report will be sealed and kept only as long as is necessary to ensure the appropriate action is taken (normally one year) before being destroyed or returned to the individual presenting the evidence.

## Implementation

**A. Faculty Compensation:** If a review panel (hearing) is scheduled at a time in the summer when any faculty

member involved is not under contract, the faculty member will be compensated under terms mutually agreed upon at Meet-and-Discuss.

**B. Continuing Rights:** This appeal does not supplant any legal rights afforded by the Commonwealth of Pennsylvania and/or the government of the United States. Nothing in this policy abrogates or modifies any provisions of or rights under the Collective Bargaining Agreement.

**C. Intended Purpose:** The grade appeal procedures are designed simply as a means to resolve differences between students and faculty related to grading. Under no circumstances should the results of a grade appeal be used for disciplinary action or personnel decision.

**D. \*Amendment:** Amendments may be implemented upon concurrence of the University Senate, APSCUF Representative Council, and Meet-and-Discuss.

\*Note: In the amendment process above, specification of University Senate implies the Council of Trustees' role in approving Senate actions and recognizes the Council of Trustees' final action to change policy.

This policy replaces the policy originally effective at the beginning of the Spring Semester, 1986.

Approved University Senate, May 2, 1989

## Pass-Fail Policy

The purpose of pass-fail is to permit a student to take an elective course in a field of personal interest where he/she may be competing with major students in the department in which the course is offered. When scheduled, such a course shall be included in the student's normal course load for the semester.

A student may take courses on a pass-fail basis to a total of fifteen semester hours throughout his/her university career. The student is limited to one pass-fail course in any given semester during the sophomore, junior, and senior years. All courses in the student's Liberal Studies program and in his/her major and minor fields are excluded from this prerogative.

The student must declare his/her intent to choose pass-fail in a specific course no later than six weeks after the beginning of the semester or the equivalent timespan in a summer session. Instructors will not be notified of the identity of pass-fail students in their courses; identification will be handled by the Computer Center through an appropriate coded control.

A student shall be given academic credits without quality points for a course taken pass-fail upon receiving a passing mark in the course. The semester hours successfully completed under the pass-fail ("passed"), within the overall fifteen semester hour limitation, shall be recorded as counting towards the total semester hours earned for graduation but not towards the semester-hours-attempted data used in calculation of the cumulative quality-point average. However, if a student fails a pass-fail course, he/she will receive the "F" grade and the corresponding quality-point average. An "F" earned under the pass-fail option may be repeated only under the graded option to provide the quality points to correspond to the "hours attempted" incurred with the "F."

The summer sessions, collectively or in any combination, shall be considered a unit similar to a spring or fall semester for pass-fail purposes. Hence, a student is permitted to take only one course during the summer on a pass-fail basis.

## Prematriculation Immunization Requirement

As of fall semester, 1991, IUP will require documentation from new students of all immunization dates. This includes the following vaccines: measles, mumps, rubella, tetanus-toxoid, diphtheria, and polio. This documentation can take the form of

1. dates of vaccinations by the health care provider who gave them
2. date of illness with the disease diagnosed by a physician
3. serum antibody level as determined by a blood test

In addition, individuals who were born after 1956 shall receive a measles immunization prior to entering college. This may be a second measles immunization or the first vaccine within six months of entering college. A tetanus immunization must also be updated every ten years.

If a student is not adequately immunized he/she will be allowed to enroll and attend classes during his/her first semester with the understanding that his/her second semester enrollment shall be contingent upon obtaining necessary immunizations and documentation of immunity.

The University Health Service will provide new students with a *Student Health Form* on which to document immunization status. Questions or requests for information about medical or religious exemptions to this policy should be directed to the University Health Service at (412)357-6475.

## Withdrawal Policies and Procedures

### Total University Withdrawal

An undergraduate student who does not register for the succeeding semester or, having registered, does not appear for classes at the beginning of the succeeding semester is considered to have withdrawn from the university. Thereafter, he/she must apply for readmission as prescribed under "Admission and Registration" in the college catalog.

Any undergraduate student withdrawing from the university during a semester or a summer session must secure a Withdrawal Form from the Advising and Testing Center, 106 Pratt Hall (357-4067) (Voice/TDD). The student will clear the form with the appropriate offices listed on the form, securing their signatures as evidence of the clearance. (Students seeking medical withdrawal must also provide the Advising and Testing Center with a physician's corroboration of a medical need to withdraw.) The Withdrawal Form will then be returned to the Advising and Testing Center, which will notify the appropriate college dean, campus agencies, and instructors that an official withdrawal has been processed. No person shall be considered withdrawn from the university within a semester or summer session unless such notice is received. Based

upon the date of withdrawal, W, WP, WF, or F grades will be assigned to those courses from which the student is withdrawing.

#### **Withdrawal Grading Policy for Total University Withdrawal**

1. Students officially withdrawn from the university during the first half of any semester should be assigned a "W" grade for all courses being taken at the time of withdrawal.
2. Students withdrawing from the university – for any reason – from the course midpoint up to one week before the beginning of final examinations should be given either a "WP" or "WF" in each course being taken, with the evaluation to be made by each of the student's instructors. WP's and WF's will be recorded but will not be used in quality-point average computation.
3. Students withdrawing from the university – for any reason – within the last week of regularly scheduled classes and final examination period should be given either a "WP" or "F" in each course as evaluated by the instructor. The grade "F" obtained in this manner would be used in computation of a quality-point average as in an "F" earned by a student who does not withdraw from the university.
4. Students withdrawing from the university during any but the last week of a summer session would be entitled to the consideration given in step 2.
5. Students withdrawing from the university during the last week of summer session should be entitled to the consideration given in step 3.

#### **Individual Course Withdrawal – Undergraduate**

During the fall, spring, and summer sessions, students are permitted to withdraw from a course with a grade of "W" up to the midpoint of the course. Faculty members are required to inform students of their standing in class prior to the midpoint of the course.

For all individual course withdrawals, the student must complete a course withdrawal form, available in department offices. This form must be signed by both the student and the instructor.

After the close of the prescribed withdrawal period, a student may withdraw from a course only with the approval of his/her adviser, department chairperson, and college dean (in that order), for such reasons as illness, accident, or extreme personal problems. Such withdrawal may occur no later than one week before the beginning of final examinations.

If a student fails to complete the requirements for a course but has not formally processed a withdrawal as described above, and if the instructor does not receive notice of withdrawal from the university, the instructor shall note in his/her course records the student's last attendance date and/or other student activity and assign an "F" in the course.

#### **Individual Course Withdrawal – Graduate**

During the fall and spring semesters, graduate students may ask to withdraw from a graduate course without prejudice and with a grade of "W" by petitioning the Graduate School dean within the first two-thirds of the semester as determined by the published university calendar. The re-

quest must first be endorsed by the course instructor and the student's department chair or graduate studies coordinator, in that order. Graduate students wishing to withdraw from an undergraduate course within the prescribed time period must do so by processing the standard undergraduate Discrete Course Withdrawal form. For summer classes and labs, withdrawals must be processed within the first six days for each of the summer sessions.

Following the close of the established withdrawal period, a graduate student may withdraw from a course, either graduate or undergraduate, without grade penalty only with the written approval of his/her department chair or graduate studies coordinator and the Graduate School dean (in that order) for such reason as accident, severe illness, or extreme personal disturbance. A student dropping a course under any other circumstances will automatically receive an "F" at the end of the semester or summer term.

#### **IUP Refund Policy**

The university must engage its faculty, assign residence hall space, and arrange for dining contracts in advance of each term in accordance with the number of students who expressed their intent to be enrolled. When students withdraw from the university, they create vacancies which cannot be filled, while financial commitments, salaries, and services of the university must be honored. The refund policy at IUP applies to all students enrolled in credit-producing programs at the university either full-time or part-time and became effective May 25, 1984.

##### **1. Cancellation**

Students who have made prepayments to the university, who are unable to attend classes, and who notify IUP five days prior to the start of classes or earlier are entitled to a full refund of all fees paid, less applicable advance payment deposits. To be eligible for such a refund, the student must notify the director of accounts receivable in writing five days prior to the start of classes. The director of accounts receivable will forward to the registrar copies of the cancellation notices, and the registrar will cancel the student's registration and notify the appropriate university offices. Students who use university residence halls and/or dining service the week prior to the start of classes and cancel will forfeit an amount equal to one week's fee for such services plus the full amount of any advance deposit payment.

##### **2. Total Withdrawal from the University**

Students who register for classes and then withdraw from the university on or after the fourth day preceding the start of classes are subject to the following:

- a. Undergraduate students withdrawing from the university must process such withdrawal through the Advising and Testing Center, 106 Pratt Hall. Graduate students must withdraw through the Graduate School Office, Straight Hall. The official withdrawal date will be established by the Advising and Testing Center (undergraduate) or the Graduate School (graduate).
- b. Student totally withdrawing from courses, upon receiving approval from the applicable office (Advising and Testing Center or Graduate School), will

forfeit a portion of the semester charges in accordance with the following schedule:

Withdrawal on Calendar Day Basis	Percentage of Student's Total Semester Charges to be Forfeited
4 days prior to the start of classes through 14	20%
15 through 21	30%
22 through 28	40%
29 through 35	50%
36 or beyond	100% (no reduction of fees)

The start of the calendar days is defined as the first day of classes as scheduled on the university calendar.

Refunds for students receiving financial assistance from scholarships, loans, and/or grants will be returned to the source of aid in accordance with the provisions prescribed by the funding source.

- c. During the summer sessions, students totally withdrawing from the university, upon receiving approval from the applicable office (Advising and Testing Center or Graduate School), will forfeit a portion of the total session charges in accordance with the following schedule:

Calendar day of withdrawal	Percentage of Student's Total Session Charges to be Forfeited
First class day through fourth calendar day	50%
Fifth calendar day and beyond	100%

The associate provost will determine the official start of classes for each semester or session. Refunds to students enrolled in credit-bearing summer conferences, institutes, workshops, or tours of less than five weeks' duration will be granted a fifty percent refund through the first day of the class (unless a no-refund policy is required by the sponsor).

### 3. Individual Course Withdrawal

A student may cancel an individual course(s) up to four days prior to the first day of classes by notifying the registrar in writing. If a student cancels a course(s) prior to the fourth day preceding the start of classes, no penalty will be charged and the student will receive a hundred percent reduction of charges for the course(s) cancelled. No reduction of charges will be made to full-time students who withdraw from individual courses after the fourth day preceding the first day of classes.

Individual course withdrawal is defined as a reduction in class load but not total withdrawal from the university. Example: a student who registers for three courses and then withdraws from one or two classes but continues with the other class or classes.

Part-time student (undergraduate students who register for less than twelve credits and graduate students who register for more than nine credit hours) will forfeit a portion of the credit-hour fee in accordance with the following schedule:

Calendar Day of Individual Course Withdrawal	Percentage of Student's Instructional Fee to be Forfeited
Fourth day prior to the first class day through 35 calendar days	50%
36 and beyond	100%

Reduction of charges will be granted only for instructional fee. No reduction will be granted to students who drop and add like number of credit hours. Reductions will be granted to students for individual course withdrawals during the summer sessions under the same basis as outlined under 2-C.

## 4. Termination of Residence Hall or Dining Service Contract

### a. Academic Year (Fall and Spring Semesters)

- Residence Hall Termination – Release from a residence hall contract is on a replacement basis except under those conditions outlined in the contract. Students who request in writing and are released from the Residence Hall Contract by the Office of Housing and Residence Life prior to the fourth day preceding the start of classes will be assessed no forfeiture, and the student will receive one hundred percent reduction of the residence hall fee, less applicable advance deposits. Students who request in writing to terminate their University Residence Hall Contract on or after the fourth day preceding the first day of classes and are granted a contract release from the Office of Housing and Residence Life will forfeit one week's residence hall rental for each week or portion thereof the student is assigned to a university residence hall. A week's rental charge is determined by dividing the semester's fee by the number of weeks composing the semester. The specific date of release will be determined by the Office of Housing and Residence Life.

- Dining Service Termination – Students who are released from their Dining Service Contract by the Office of Housing and Residence Life prior to the fourth day preceding the start of classes will be assessed no forfeiture, and they will receive a hundred percent reduction of charges of the food service fee, less applicable advance deposit. Students who request in writing to terminate their University Food Service Contract on or after the fourth day preceding the first day of classes and are granted a contract release from the Office of Housing and Residence Life will forfeit a portion of the semester charges in accordance with the following schedule:

Date of Termination from Food Service Contract	Percentage of Semester Fee to be Forfeited
Fourth day prior to the first class day through 35th calendar day	50%
36th calendar day and beyond	100%

**b. Summer Session**

Once a student applies for and receives a housing and/or food service assignment, he or she must request in writing and obtain a release of that assignment from the Office of Housing and Residence Life in order to be eligible for a reduction of charges in accordance with the following schedule:

Date of Termination from Residence Halls and/or Food Service	Percentage of Session Charges to be Forfeited
Check-in date* through fourth calendar day of classes	50%
Fifth Calendar day and beyond	100%

\*The Office of Housing and Residence Life will publish the date students are to check into the residence halls for each summer session. The check-in date is the effective date of the student's contract.

**5. Other Provisions**

No reduction of charges will be granted unless formal withdrawal procedure has been initiated through the Advising and Testing Center by the student at the point of withdrawal. Written and dated notice is required by the student or the student's family in special circumstances, such as sickness, within thirty days of the student's withdrawal.

No reduction of charges will be granted by the university to students who are suspended or expelled from classes, residence hall, and/or dining service.

The Advising and Testing Center (for undergraduate students) and the Graduate School office (for graduate students) may request exceptions to these policies to grant prorated reduction of charges when circumstances justify it. Examples are death, medical reasons, or military obligation.

The Accounts Receivable Office, Administrative Annex, is responsible for implementing this refund policy. Students who wish to appeal the decision rendered by the Accounts Receivable Office may do so through the treasurer to the vice president for finance.

## **Library Policy**

- Books are charged for circulation on each student's I-Card through a computer process.
- All circulating materials have a loan period of three weeks. A charged item may be renewed if no one has requested it. It must be brought to the circulation desk for renewal.

3. Fines for general overdue materials, except reserve materials, are posted in the library. The following schedule applies for all overdue reserve materials:

Overdue one hour	\$1
Overdue two hours	\$2
Overdue three hours	\$3
Overdue four hours	\$4
Overdue five hours	\$5
Overdue more than five hours	\$8
Maximum fine per day	\$8

- If it is necessary to return library materials at times when the library is not open, the book drop at the main entrance may be used.
- Media Resources follows the same basic policies as outlined above, except the materials are circulated from and returned to the Media Resources area.
- Eating, drinking, and smoking are strictly prohibited in all areas.

## **Late Payment Fee Policy**

The university mails semester bills to all students approximately eight weeks prior to the first day of classes. Two payment options are available. A student may pay the bill in its entirety or enroll in the university's installment payment plan (see the installment payment plan brochure for complete details). A delinquent balance from previous semesters or sessions must be paid in total and will not be included in the calculation of "net fees." Students opting to take advantage of the university's installment payment plan will be charged a minimum fee for enrollment in the plan. Payments must be made as specified or the account will incur late charges. Students enrolled in the monthly payment plan will be charged \$10.00 for each payment missed to a maximum of \$50.00. All students (except those on the eight-payment plan) with a balance at the midsemester point will receive a billing statement. If a student's midsemester bill is not paid in full by the due date contained on the midsemester bill, a Late Payment Fee will be assessed in the following manner:

Balance Due	Late Payment Fee
\$0-\$24.99	None
\$25-\$49.99	\$10/Day, Max. \$10
\$50-Up	\$10/Day, Max. \$50

The maximum late fee will be assessed each semester/session as long as the student's account remains in a delinquent status. Students will be charged a late payment fee if they have not paid their bills on or before the due date stated on the bill. The late payment fee can be waived by the treasurer or the vice president for finance when the circumstances warrant it.



## **Student Affairs Offices and Services**

The student affairs division is responsible for all university student programs and services other than the instructional programs. Key offices and services include those listed on the following pages.

### **Admissions**

Any graduate of an accredited four-year high school is qualified to apply for admission to IUP. Applications may be filed beginning July 1 after the prospective student has completed the third year of his/her high school program. Admission options include full-time, part-time, Summer-January, branch campuses, or Learning Center.

Applications for admission are approved on the basis of an examination of high school records, recommendations of high school principals and guidance counselors, and scores achieved on the College Board aptitude tests or ACT.

An applicant can expect to be notified of the final disposition of his/her application by January 31 after all admission steps outlined on the application forms have been completed and all data required is in the admissions office.

The IUP admissions staff has the responsibility for disseminating information relative to admissions requirements, policies, and procedures to prospective students throughout the commonwealth. This is accomplished through an ongoing program of visits to Pennsylvania high schools and community colleges. Prospective students are encouraged to visit the IUP campus.

Application inquiries should be addressed to the Admissions Office, 216 Pratt Hall. Telephone: (800)442-6830 (Pennsylvania callers only) or (412)357-2230.

### **Advising and Testing Center**

The Advising and Testing Center provides a variety of services to students and the university community. Its underlying philosophy is that through developmental advising students will grow and achieve the most possible from their college experience. The center provides general assistance to any student with problems or questions. In addition, it has several specific functions. Among these, the center coordinates the Orientation Phase II: Summer Preregistration Placement Testing, Advising, and Course Selection program. It disseminates placement test results to students, their advisers, department chairpersons and deans, and the Scheduling Center. It cosponsors a Career Exploration Center for students with undecided majors and/or students who wish to explore career options. It offers a one-credit "Career Exploration" course and individual advising regarding selection of major or career. The center disseminates information on advising undecided majors to the college advisers assigned to advise these students. It provides general academic advising to students with undecided majors.

The Advising and Testing Center also coordinates advising and registration days for Branch Campus students and January freshmen. The center runs the undergraduate Total University Withdrawal program and coordinates the advising and provision of accessibility for students with physical or learning disabilities. Students with general questions and/or those who have concerns as the result of being on academic probation are encouraged to work with one of the center's advising assistants. The Advising and Testing Center is located in 106 Pratt Hall, may be reached at 357-4067 (Voice/TDD), and maintains office hours Monday through Friday, 8 a.m.-noon and 1-4:30 p.m.

### **Black Cultural Center**

The Black Cultural Center, located in the Lewis and Richards houses (behind Cogswell Hall), exists to provide activities, programs, and services which promote a broader understanding and appreciation of black culture, which encourage racial awareness and sensitivity, and which support the recruitment and retention of IUP's minority population.

Cultural, educational, social, and recreational programs of interest to both the university and local communities are regularly provided by the BCC. Additionally, workshops on diverse topics such as racism, leadership development, and graduate education are occasionally coordinated through the center.

Students are integrally involved in the activities of the Black Cultural Center. Faculty, staff, and alumni participation is also welcomed and encouraged. For more information, call 357-2455.

### **Career Exploration Center**

Housed within the Advising and Testing Center (108 Pratt Hall), the Career Exploration Center offers resources to students who have questions about their choice of major. The center's six computers are programmed with a self-paced, career exploration program.

A career counselor and peer advisers are available to work with students on the results of their exploration and to meet with students who have concerns greater than may be addressed by the computer on an individual, on-going basis. The center also houses a resource library for career

and major exploration. Students wanting to learn about job descriptions, projected growth of a field, and economic return for fields should use the Career Exploration Center. Appointments to use the program on the computer may be made by calling 357-5701. Center hours are Monday through Friday, beginning at 11:30 a.m. Appointments are encouraged.

## Career Services

In today's world, career planning and job planning are among the most challenging tasks a student will face at IUP. The Office of Career Services provides a variety of specialized services and programs to assist students in the transition from the university to career. The goals of the office are to assist students in refining their career objectives and in becoming prepared to implement their objectives.

The Office of Career Services is open to all IUP undergraduate students, graduate students, and alumni. Students are encouraged to use the facilities and professional staff for assistance in career planning and development. The primary services of the program include career counseling, assistance in preparing and sending credentials, resume writing, interviewing, and the job search. The office arranges on-campus interviews and maintains a vacancy list of available positions. A Career Resources Library is also available.

The office also houses University Testing Services, which coordinates the administration of the College Level Examination Program (CLEP), the Miller Analogies Test (MAT), Scholastic Aptitude Test (SAT), Pennsylvania Teacher Certification Testing Program (PTCTP), Law School Admission Test (LSAT), Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), and other specialized tests. Students may contact the office for information regarding the procedure for registering for these tests.

The Office of Career Services functions as part of the educational system at IUP. It is not an employment office; nor does it "place" anyone in jobs. Rather, its primary objectives are to help students define and clarify their goals, to provide assistance in working out opinions, and to help students become self-reliant in meeting their post-graduate plans.

## Counseling and Student Development

The Counseling and Student Development Center provides services and programs for IUP students which focus on personal and emotional growth in conjunction with academic learning.

The Counseling Services component provides confidential personal counseling on an individual and group basis to students seeking assistance. Students may call 357-2621 or stop by 119 Clark Hall to arrange for an initial appointment. The center is open from 8:00 a.m. to 4:30 p.m., Monday-Friday. For after-hours' emergencies, staff may be consulted by calling University Health Services, 357-2550, Monday-Friday until 11:00 p.m. and Saturday and Sunday until 5:00 p.m. The center also provides consultation to faculty, staff, and administrators regarding student concerns and adjustment.

The Student Development Programs component of the center presents the Six O'clock Series to the campus community. It is responsible for a variety of new-student ori-

entation programs, including the annual Activities Fair. It fosters the development of programs to meet the special needs of women students and other student groups. Efforts are made to reach students through such learning experiences as a campuswide leadership workshop and workshops for student groups and organizations. Counseling and Student Development Center staff consists of professional counselors, psychologists, and student development specialists.

## Course Placement Testing

The Advising and Testing Center conducts mandatory pre-registration testing in English, math, French, German, and Spanish for incoming freshmen, as well as exemption testing for math for freshman elementary, special education, speech and hearing, and early childhood majors. Students who have taken these tests (administered in the summer) and who have questions about their results should stop by 106 Pratt Hall or call 357-4067 (Voice/TDD). Students who have not taken these tests and who desire to identify the appropriate level at which to begin an English, mathematics, French, German or Spanish course may also contact the Advising and Testing Center for information on assessment.

(Please note that questions about Advanced Placement, CLEP, GRE, GMAT, and PTCTP should be addressed to University Testing Services, 302 Pratt Hall, 357-2235.)

## Disabled Student Services

Located within the Advising and Testing Center (106 Pratt Hall), the Office of Disabled Student Services serves both students with physical and learning disabilities and the university community with information about disability. Disabled Student Services exists to ensure that students with disabilities are afforded full, integrated access to university academic and social life. The office provides a variety of services ranging from ongoing individual advising; early registration for students needing recorded books or to ensure classroom access; assistance in locating accessible housing; equipment loan, test proctoring and reading; NCR paper; liaison with faculty, OVR, and BVS; career-related counseling; a disability support group; and an office newsletter, "The Exceptional Society News."

The office also maintains a resource library on topics such as disability specific information; careers in science; learning disability; and general information on disability. Members of the staff of Disabled Student Services are pleased to assist students writing reports about disability; to address classes on the topic of disability; or to assist students in locating information relating to disability.

Students with learning or physical disabilities or physical challenges (including temporary disability) should register with the office by stopping by 106 Pratt Hall or calling 357-4067 (Voice/TDD) for an appointment. Office hours are Monday through Friday, 8 a.m.-noon and 1-4:30 p.m.

## Financial Aid

The Office of Financial Aid located in 308 Pratt Hall offers financial information and counseling to all students. The types of financial assistance offered include student employment, loans, grants, and scholarships. In most cases, a *Pennsylvania State Grant and Federal Student Aid Application* is used to determine eligibility for these programs.

For more information about financial aid please refer to the Financial Aid section of this handbook or visit the Office of Financial Aid, 308 Pratt Hall. The office is open Monday through Friday from 8:00 a.m. to 11:45 a.m. and 1:00 p.m. to 4:00 p.m. Students may stop in or call 357-2218. Counselors are available for student consultation on a daily basis.

## **University Health Service**

The University Health Service operates an outpatient clinic and provides routine health care to students while classes are in session. The outpatient clinic is staffed with physicians, nurse practitioners, nurses, and educators. One clinic is located on the Indiana campus at the Pechan Health Center, at the corner of Maple Street and Pratt Drive. A satellite clinic on the Armstrong County Campus is located in Minteer Hall in Kittanning. For emergency care of students when the Health Center is closed, the local hospital emergency room is available. The university has a contract to cover the cost of transporting a student to the local hospital for an emergency, if the student's health insurance policy does not include coverage of ambulance services.

In addition to primary medical care, including minor surgery, laboratory tests, allergy injections, and dispensing of medications, the University Health Services offers a self-care cold clinic, evening gynecology clinic, and programs in chemical health, health education, wellness, and nutrition counseling. Free transportation to area medical facilities also is available to students on the Indiana campus.

Students are required to complete a *Student Health Form* which includes documentation of immunization status prior to starting classes. Please refer to the Prematriculation Immunization Requirement in the academic policies section of this handbook for more details. For more information about the University Health Service or religious or medical exceptions to the Prematriculation Immunization Requirement, call 357-6475.

## **Housing and Residence Life**

The Office of Housing and Residence Life is responsible for the following: administering the total operation of the university's residence halls, apartments, and houses which accommodate approximately 4,500 students; administering dining services which feed over seven thousand students and cater special functions; providing off-campus housing listings as well as serving as a liaison with owners of privately owned residence halls and apartment complexes; coordinating the student Centrex telephone service; supervising the collection and updating of the student data bank in regard to local address and telephone information; coordinating the student section of the university telephone directory; and coordinating housing and dining services for credit-bearing workshops, camps, and conferences. Housing and residence life staff members also advise the Residence Hall Association and counsel with students regarding personal, social, or academic concerns. In addition, staff members make referrals to campus and community agencies designed to assist students.

## **Intercollegiate Athletics**

The department of Intercollegiate Athletics is located in the Memorial Field House. IUP offers nine varsity sports for men and nine for women. Men have a choice of cross country, soccer, football, basketball, swimming, track and

field, golf, baseball, and tennis. Women's options include volleyball, tennis, field hockey, basketball, swimming, gymnastics, track and field, softball, and cross country. For further information, see the section on athletics in the Table of Contents.

## **IUP Interfaith Council**

The IUP Interfaith Council is a group of recognized campus religious organizations that seek to serve the spiritual needs of the IUP community. Members of the Interfaith Council also seek to work together to offer cooperative programs and "to foster mutual respect among religious groups on campus." Contact: Reverend Dr. John McNeill, United Campus Ministry, 463-8774.

## **Learning Center**

The Learning Center is an educational support program that provides a variety of services designed to assist students academically. These services include tutorial assistance in a large number of required liberal studies courses; remedial reading and mathematics courses; and study skills workshops focusing on the development of appropriate study skills for college success. Additional academic advising and career exploration programs are offered for target populations. These services are offered in individual, group, laboratory, and structured class formats. Students interested in obtaining services are urged to contact the tutorial office at 357-2159 or to visit Room 306, Pratt Hall.

## **Student Activities and Organizations**

The Office of Student Activities and Organizations is responsible for the presentation of cocurricular activities programming and the development and coordination of recognized student organizations on the campus. By actively participating in these experiences, students can apply their classroom learning to relevant programs to improve upon their leadership abilities, enhance their academic achievements, broaden their cultural perspective, and develop their social skills. Primary assistance is given to the advisement of the Student Congress, the Interfraternity Council, the Panhellenic Council, the Black Greek Council, the Activities Board, the University Concert Committee, the Artist Series Committee, and the Ideas and Issues Committee. The office is also responsible for the management and supervision of the Black Cultural Center, the Black Emphasis Committee, the Student Community Services Program, the campus film program, and the university master calendar.

Any group of persons wishing to organize a club or organization at IUP must develop a constitution and have it approved by the Student Congress and the Office of Student Activities and Organizations. Guidelines regarding the approval process and information regarding particular organizations can be obtained in 104 Pratt Hall.

The office staff is available for counseling and advisement with all students, campus organizations, and organization advisers. Staff members are located in 101B and 102 Pratt Hall (Ext. 2315), 104 Pratt Hall (Ext. 2598), and Room 1, Lewis House (Black Cultural Center) (Ext. 2455).

## **Student Community Services**

Student Community Services (SCS) strives to promote student and faculty service to the community and to the university. Through the Office of Student Activities and

Organizations, this component is active in assessing the service-related interests of students, faculty, and recognized organizations, identifying the needs of community residents and service agencies, and coordinating assessed interests and identified needs. Both intrinsic and extrinsic outcomes place student service experiences among the most rewarding and valuable of any cocurricular activity. For more information, contact the SCS office in 109 Pratt Hall at ext. 5657 or Student Activities and Organizations at ext. 2598 in 104 Pratt Hall.

### **Veterans and Dependents/VA Benefits**

Veterans and dependents must complete the proper forms with the veterans counselor. Students should visit this office each semester and each summer in order to verify their eligibility for benefits. Veterans must also notify the veterans counselor if they withdraw from courses or withdraw from IUP or change their address. Veterans and dependents should submit a copy of the DD214 to the dean of their college for evaluation for possible university credit. Other assistance is available from the veterans counselor in the Career Services Office, 302 Pratt Hall. Please call 357-2234 for additional information.



## **Financial Aid**

### **Types of Financial Assistance**

The Office of Financial Aid, located in 308 Pratt Hall, offers financial information and counseling to all students. Listed below is general information on types of financial assistance. More specific information may be obtained at the Office for Financial Aid.

Employment provides an opportunity for the student to earn money to help finance educational expenses. Students may be employed on campus for up to twenty hours per week. All campus employment is administered by the financial aid office. However, students are responsible for finding their own jobs. The bulletin board outside the office is posted with known vacancies.

Loans are a form of aid from which a student receives assistance while attending the university. These programs obligate the student to repay the loan funds after graduation or when his or her education is terminated. Interest rates normally range from five to twelve percent, depending on the loan program.

Grants are funds which carry no obligation for repayment. They are awarded on the basis of financial aid.

Scholarships are funds which carry no obligation for repayment. They are generally awarded on the basis of ability.

Federal aid administered through the university is available for both the regular academic year and for summer sessions. The application deadline for upperclassmen for these federal aid programs is normally May 1 for the following academic year. For the summer session, the application deadline is also May 1. Pennsylvania Higher Education Assistance Agency (PHEAA) grants are also available for both the regular academic year and the sum-

mer session. Contact the Financial Aid Office to determine the application deadlines for the PHEAA grant program.

University short-term loans of up to \$300 are available to students whose financial aid refunds are delayed.

Army ROTC Scholarships provide full tuition, a textbook and equipment allowance, and a subsistence allowance during school in return for military service as a commissioned officer (second lieutenant) in the U.S. Army, Army Reserve, or National Guard. Competitively based, they are awarded on the basis of academic standing, extracurricular activities, leadership and athletic abilities, and a personal interview.

### **Title IV Federal Student Assistance—Satisfactory Academic Progress Policy**

#### **Overview**

"In order to receive Student Financial Aid under the programs authorized by Title IV of the Higher Education Act, as amended a student must be maintaining satisfactory academic progress in the course of study that he/she is pursuing." (Federal Register/VOLUME 48, No. 195/Thursday, October 6, 1983)

Title IV Financial Assistance programs include the following:

Pell Grant

Federal College Work Study Program

Supplemental Educational Opportunity Grant

Perkins Loan

Stafford Loan

Parental Loan for Undergraduate Students

Supplemental Loan for Students

Maintaining satisfactory academic progress at IUP for Title IV assistance purposes is defined as being in compliance with both the university's Academic Standards Policy and the Financial Aid Sufficient Progress Policy. Inability to meet the guidelines of these two policies will result in a loss of funding from all Title IV programs.

#### **Sufficient Progress:**

The Financial Aid Satisfactory Academic Progress Policy requires sufficient academic progress toward a degree on both academic good standing (GPA) and sufficient progress (percent of progress) bases. The standard of academic good standing is defined within the university's Academic Standards Policy. The standard of sufficient progress for financial aid eligibility is the successful completion of seventy-five percent (75%) of the cumulative number of registered credits at IUP. "Registered credits" are the number of credits for which a student is enrolled at the end of the Drop/Add period. (For a student who was originally registered and charged at full-time status and who reduced during Drop/Add to part-time status, the registered credits will be calculated as twelve.)

A student who meets the standard of academic good standing of the Academic Standards Policy but who does not meet the standard of sufficient quantitative progress may continue in university registration, but without financial aid eligibility for the federal Title IV aid programs.

A full statement of requirements for Satisfactory Academic Progress for Title IV Federal Student Assistance is available through the Financial Aid Office.

## **Financial Aid Sufficient Progress Policy**

The Financial Aid Sufficient Progress Policy applies to all graduate and undergraduate students enrolled in the university.

### **A. Sufficient Progress**

To be in good standing on a sufficient progress basis, a student must have earned at least seventy-five percent of the cumulative number of registered credits at IUP.

- I. "Registered credits"** is the number of credits for which a student is enrolled at the end of the Drop/Add period (for a student who was originally registered and charged at full-time status, and who reduces during Drop/Add to part-time status, the registered credits will be calculated at twelve).

Each student will be measured for sufficient progress annually in January after Fall grade processing. This evaluation will determine if the student has a sufficient percentage of credits earned in order to be eligible for Title IV funding for the next financial aid award year (July 1 through June 30).

- B. For a student who has not earned at least seventy-five percent of the cumulative number of registered credits at IUP, a one-time Financial Aid Eligibility Warning Period will be extended in order for deficiencies to be corrected. This extension period will permit the student to receive Title IV funding for the next financial aid award year (July 1 through June 30).**

### **C. Financial Aid Suspension**

If a student does not meet the sufficient percent of progress evaluation after the Financial Aid Eligibility Warning Period, then all Title IV aid for that student will be suspended in the next financial aid award year (July 1 through June 30).

A student who is in this financial aid suspension status, however, will also be reviewed at the end of the Spring semester and Summer terms in order to evaluate whether or not the percent of progress has been met through additional coursework. If this improvement to seventy-five percent in the percent of progress is achieved, then the student's Title IV financial aid suspension will be rescinded beginning with the next term of enrollment.

### **D. Appeal Process**

For students who have experienced unusual circumstances which have led to a lack of sufficient percent of progress, such as medical emergencies or death of a family member, a written appeal may be submitted to the Financial Aid Eligibility Review Board for consideration of reinstatement of Title IV aid eligibility.

A student who is notified during the annual January Review period that his/her Title IV aid will be suspended in the next financial aid award year must submit a written appeal to the Financial Aid Eligibility Review Board before June 30. This written appeal must specifically outline the reason(s) for the percent of progress deficiency and how the student will make up this deficiency. For students who miss the June 30 deadline, an appeal for reinstatement of Title IV aid

for the Spring term of the next award year will be accepted for review if received before November 30.

After reviewing the written appeal of a student in Financial Aid Suspension, the Financial Aid Eligibility Review Board may decide to reinstate Title IV financial aid eligibility for specific periods of the next financial aid award year if the student had justifiable reasons for the lack of sufficient progress. All appeal letters will be answered in writing by Financial Aid Eligibility Review Board as to the approval or denial of the requested financial aid reinstatement and the semesters which are involved with the decision.

### **E. Reinstatement of Title IV Aid Eligibility**

For a student who has Satisfactory Academic Progress deficiencies, one of the following must occur in order for that student to receive Title IV assistance:

- I. The student can reestablish eligibility for Title IV assistance by meeting the minimum requirements for Satisfactory Academic Progress.**
- 2. A student who is on academic probation and/or financial aid eligibility warning will be eligible to receive Title IV funding while classified in one or both of these categories.**
- 3. A student who has not met the minimum criteria for Satisfactory Academic Progress due to unusual or mitigating circumstances and has filed an appeal(s) which has granted the student continuance of financial aid eligibility, Title IV aid funds may be reinstated.**

### **F. Summer Sessions**

Summer session attendance may permit the student to enhance satisfactory academic progress through additional coursework. For this reason, all students who lack sufficient progress will be permitted to receive Title IV financial aid funds during this period of enrollment providing that their GPA is at least a 1.5 overall. Students who have a GPA of less than 1.5 must meet with their associate/assistant academic dean in order to discuss an appropriate "academic action plan." Financial aid eligibility for summer sessions will be reinstated once documentation of this discussion is received in the Financial Aid Office.

For majors with graduation requirements in excess of 124 credits, the maximum number of registered credits would increase proportionally. For example, for degrees that require 130 credits, the maximum number of registered credits at IUP is 173 credits.

Students who exceed these credit guidelines due to loss of transfer credits, change of major, or double majors will be screened by the Financial Aid Eligibility Review Board for Continuance.

## **Time Frame for Degree Completion**

All students must complete their degree requirements within an established time frame. Since enrollment status may vary from semester to semester, the maximum time frame for degree completion is measured in terms of credits attempted at IUP.

Under normal circumstances, an undergraduate student should complete the requirements for a bachelor's degree at the point of having 165 registered credits at IUP. Since

seventy-five percent of the registered credits must be earned in order to be maintaining satisfactory academic progress, 124 credits (the number generally required for graduation) would be earned at the point of having 165 registered credits.

## **Treatment of Audits, Incompletes, and Other Grades**

In order that a student fully understands how various grades and enrollments impact upon the calculation of Satisfactory Academic Progress, the following information is provided:

### **Audits, "S", and "U" Grades**

Because course audits, "S", and "U" grades carry no credits, they are not reviewed or counted for sufficient progress purposes.

### **Incompletes**

Grades of "I", "R", and "\*" are treated as credits attempted/zero credits earned/no effect on QPA. However, these grades are treated as noncompleted credits and have an impact in the calculation of the percent of progress measure. (Note: The "\*" is an administrative symbol indicating that a grade was not submitted at the time of grade processing.)

### **"F" Repeat with Replacement**

An "F" repeat with replacement is treated as credits attempted/credits earned with the quality points of the new grade replacing the 0.00 QP of the original "F" grade. An "F" repeat has a positive effect on the QPA but represents an additional number of credits attempted in regard to the percent of progress measure.

### **"D" Repeat with Replacement**

Repeated classes that are "D" replacements to a student's record are treated as credits attempted/zero credits earned with the quality points of the new grade replacing the 1.00 QP of the D grade. A "D" repeat with replacement may improve a student's QPA but represents an additional number of credits attempted in regard to the percent of progress measure.

### **Repeats with Averaging**

Courses that are repeated with averaging count as credits

attempted/credits earned with the quality points for the class averaged into the QPA. The maximum time frame for degree completion may be impacted by repeat with averaging classes.

### **Withdrawals**

Grades of "W," "WP" or "WF" are treated as credits attempted/zero credits earned/no effect on QPA. Any type of "W" grade is treated as noncompleted credits in the calculation of the student's percent of progress standing.

### **Pass/Fail Grades**

Pass grades are treated as registered credits/credits earned with no effect on QPA. Fail grades are treated as registered credits/zero credits earned with zero QP averaged into the calculation of QPA.

### **NonCredit Courses**

Noncredit classes, such as those with Continuing Education Units (CEU's), are not used in measuring sufficient progress, since these classes cannot be applied toward degree requirements and no financial aid may be received for enrollment.

### **Institutional Credits**

Institutional credits are counted as registered credits/credits completed. The QP for the course is not averaged into the student's overall QPA.

### **Cancelled Semester**

All registered credits/credits completed are calculated in the determination of percent of progress. The QPA for a cancelled semester is not averaged into the overall QPA of the student.

## **Additional Information**

Additional information concerning this Satisfactory Academic Progress Policy as it relates to Title IV Assistance Programs may be directed to

Financial Aid Office  
308 Pratt Hall  
IUP  
Indiana, PA 15705  
412-357-2218



## ***Student Organizations***

### ***General Information***

#### **Recognized Organizations**

A truly comprehensive college experience happens not only through your coursework but also by active participation in IUP's cocurricular programs and organizations! At IUP, opportunities for student involvement are numerous. The cocurriculum offers almost two hundred recognized organizations and thirty formal programs for student participation.

Being involved will challenge you to make decisions, solve problems, achieve personal and professional goals, and increase your level of satisfaction and sense of accomplishment. And, as with your coursework, your commitment to your "out-of-the-classroom" education will enhance your employability and professional competence. Participation in IUP's recognized programs and organizations will enrich your total college and lifetime experiences!

Carefully consider the possibilities by reviewing the following categories of recognized organizations. Watch for new-member recruitment announcements on campus and in the student newspaper for opportunities to get involved.

#### **New Organizations**

If you have your own idea about starting a new program or organization, please be encouraged to do so! New organizations must develop a constitution and have it approved by the Student Congress and the Office of Student Activities and Organizations. A complete outline of the recognition process and a complete listing and description of all recognized organizations can be obtained from the Office of Student Activities and Organizations in 104 Pratt Hall.

## ***Types of Organizations***

### **Departmental Organizations**

Departmental organizations are generally founded by and operate from an academic department at IUP. Often affiliated with chapters of the same name at other universities, IUP's departmental organizations offer an excellent mix of professional special-interest activities, personal contacts, and social events.

### **Governance Organizations**

The university governance organizations are representative, coordinating, and/or liaison bodies at IUP. Each of the governing organizations plays a most important role in serving the needs of the general student and university population or of a specific group of students or organizations. Your involvement with these groups will ensure your inclusion in the student decision-making process at IUP.

### **Honorary and Recognition Societies**

Honorary and recognition societies exist to encourage and recognize superior scholarship and/or leadership achievement. Most IUP honorary and recognition societies are nationally affiliated organizations. Membership is open by application or initiation to those persons of distinguished curricular and cocurricular achievement at IUP.

### **Professional Fraternities**

Professional fraternities are coeducational organizations with the purpose of promoting professional competency and achievement within a specific academic field. Professional fraternities generally limit their membership to qualified students and faculty members who are enrolled in a particular degree program and who have obtained a determined minimum academic achievement level.

### **Religious Organizations**

Religious organizations are associations with the general aims of creating an awareness, furthering understanding, and exercising worship within specific traditional or non-traditional religions or denominations. Sometimes affiliated with local churches or congregations, IUP's religious organizations offer an opportunity to provide and receive spiritual guidance, personal support, and human service.

### **Service Organizations**

IUP's service organizations offer a wide variety of human service opportunities for individuals of all majors and interests. Thousands of IUP students actively serve the university and Indiana communities each year. Whether they are seeking to continue a particular activity or looking for new experiences and challenges, all IUP students are strongly encouraged to get involved in service opportunities.

### **General Greek Organizations**

General Greek fraternities and sororities are self-perpetuating organizations attempting to fulfill the total cocurricular needs of their members in a self-directed and self-governing manner. Fraternities and sororities regularly sponsor service activities, intramural teams, social events, and educational programs. Also sponsored are academic activities and recognitions, and the scholastic achievement of members is monitored by the organizations. Membership in general Greek organizations is not limited to any college or department at IUP and is drawn almost exclu-

sively from the undergraduate body of the institution. The general Greek-letter system is comprised of twenty-two fraternities and sixteen sororities and is governed by the Interfraternity Council (IFC), the Panhellenic Council (Panhel), and the Black Greek Council (BGC).

In fulfilling their governing responsibilities the councils provide a central meeting platform, enhance relations among member chapters, and exist as a liaison between all general Greek chapters and the university and borough communities. IFC, Panhel, and BGC also coordinate rush and pledging activities, act as judicial bodies for alleged violations of council constitutions, and, in general, serve the best interests of the entire general Greek community. Activities sponsored by the councils for member chapters include Greek Week and Greek Sing, the Greek Extravaganza and Fashion Show, philanthropic service projects, and inter-Greek leadership conferences, competitions, and contests.

In order to be eligible to accept a bid of membership and to pledge a general Greek organization, a student must have a 2.0 cumulative QPA, be enrolled full time at IUP, and fulfill the requirements set forth by the individual chapters.

## **Communications and Publications**

IUP's communications and publications organizations serve the function of creating and enhancing information flow and exchange through recognized communication media. These organizations offer practical experience in the fields of journalism, creative writing, broadcasting, graphics, business, and production of several media.

## **Special-Interest Organizations**

Special-interest organizations comprise a wide variety of service, programming, and need-fulfillment activities. Nonspecific to any general purpose as a group of organizations, each special-interest organization is unique in its goals, events, and membership requirements. There is generally "something for everyone" within this group of organizations.

## **Sports and Recreation**

Sports and recreational clubs offer the opportunity of athletic competition in nonvarsity club and intramural sport activities to both men and women at the university. Regular practices, competitions, travel, and social outings are all generally included in the activity schedule of a club sport or intramural team.

## **Recognized Programs**

Recognized programs are those major institutionwide activities which, due to their positive contributions to the university community, are supported by IUP. Comprising a significant amount of the activities which take place at IUP each year, recognized programs are typically annual or semi-annual events. With each program designed to accomplish a specific purpose, recognized programs also offer extensive experience in activity design and management, marketing, and program and personnel support activities.

# **Policies and Regulations Governing Student Organizations**

## **Statement of Relationship of General Fraternities and Sororities**

### **Introduction**

Since 1914, IUP has acknowledged that general fraternities and sororities can be a valuable component of the undergraduate experience. Fraternal organizations maintain, as their primary purpose, the enhancing of the student learning and growing process through activities encouraging leadership development, organization management, interpersonal and group dynamics, social awareness, philanthropic spirit, university loyalty and career orientation and development, thereby earning them the privilege of University recognition.

A recognized general fraternity or sorority can complement the curricular and co-curricular aims of IUP by enhancing opportunities for personal development of its members and providing significant contributions to the campus and community environments. If the group is successful in meeting these goals, the fraternal organization has fulfilled its purpose of providing members with the potential of a positive co-curricular experience.

To strengthen their positive presence and to ensure the continued contributions of its recognized general fraternities and sororities, IUP has adopted the *Statement of Relationship of General Fraternities and Sororities*. The Statement details the relationship between each general fraternal organization and the University in terms of definition, obligations, benefits, and accountability. The statement details the criteria and means by which the potential of the membership experience is measured and reinforced.

### **University Recognition**

#### **A. Definition of a Fraternity or Sorority**

A general fraternal organization is defined as:

A chapter of undergraduate men and/or women which has been chartered by a National Interfraternity Conference, National Panhellenic Conference, or National Pan-Hellenic Council member organization, and which satisfies the University criteria for recognition as defined within the Statement. The organization maintains goals which are articulated by the chartering national sponsor, and these goals are interpersonal/fraternal rather than exclusively or primarily honorary, professional, religious, political, or social in nature. A recognized chapter and its chartering national organization maintain a fraternal ethos of higher ideals, principals, and values as enshrined in esoteric ritual and embodied in mission and practice consistent with the aims of the University.

#### **B. Purpose and Statement of Relationship**

University recognition is granted to a chapter which contributes to the educational mission of IUP as defined by the Statement. The University maintains the burden of proof to demonstrate that the chapter is not contributing to the educational mission of IUP, as determined through the formal hearing procedures defined by the Statement, should the withdrawal of recognition be considered.

University-recognized general fraternal organizations remain independent of the University and do not serve as agents or employees of the University. University recognition and accompanying benefits should not be misinterpreted as meaning that the chapter and its members are controlled by the University, that the University is responsible for the chapter's contracts or other acts or omissions, or that the University approves of the chapter's goals or activities in toto.

Through recognition, the University enters into an agreement with each chapter only within the basic parameters applied to University recognition of any organization. There must be:

1. Commonality with IUP goals and standards;
2. Adherence to University rules and regulations;
3. Mechanisms for accountability; and
4. Provisions for the withdrawal of recognition should goals diverge or standards decline in ways that would expose the University to liability and/or should the chapter fail to provide the members with a positive educational experience as defined within this Statement.

When Greek-letter organizations exist and operate with University recognition, the Statement describes the relationship between the University and the chapter.

A complete copy of the *Statement of Relationship* can be obtained from the office of Student Activities and Organizations.

Note: This is an interim statement to be acted upon by the University Senate in Fall, 1991.

## **Hazing Policy**

### **A. Definition**

IUP defines hazing as "any action, situation, activity or complicity in activity, or any mental or physical requirement or request placed upon any pledge, member affiliate, or alumnus which causes or has the potential to cause endangerment of the physical, emotional, or mental health or safety of the participant; physical or mental discomfort, pain, injury, fright, degradation, moral compromise, coerced sexual activity, or servitude; and/or the violation of any federal, state, or local law or rule or university policy, as directly or indirectly related to the initiation or admission into or affiliation with or continued membership in an IUP recognized organization."

The IUP definition of hazing includes, but is not limited to, the following:

1. Any activity which endangers or has the potential to endanger the physical health of participants, such as paddling, whipping, kicking, striking, beating, pushing, shoving, tackling, branding, and ordering calisthenics.
2. Any activity which endangers or has the potential to endanger the mental health and/or academic performance of participants, such as not allowing adequate time for or interfering with academic commitments; activities conducted between the hours of midnight and 8 a.m.; and forced exclusion from social and/or verbal contact with any other individual.

3. Any activity which is or has the potential to be physically or mentally harmful, painful, or injurious, such as the forced or required consumption of alcohol, food, or drugs; excessive exposure to the elements; quests, scavenger hunts, kidnappings, or strandings; physical or psychological shock; and activities causing physical or mental fatigue.
  4. Any activity which has the potential to be frightening, morally compromising, degrading, unduly embarrassing, deceptive, or promoting servitude, such as throwing items at or on the participant; carrying of items or wearing of apparel which is undignified; public stunts, verbal harassment, and beratement; requiring the participant to yell when entering or departing a physical structure or in the presence of designated individuals; the designation of "pledge entrances or exits;" running personal errands or servitude; intentionally creating labor or clean-up work; scant clothing requirements or nudity at any time; and deception designed to convince the participant of impending pain, injury, or noninitiation.
  5. Any activity which is in violation of any federal, state, or local law or rule or university policy, such as the illegal use of alcohol or any controlled substance in any form or quantity as part of any pledge-related activity and violation of IUP student behavior regulations, including unauthorized entry, "raids," possession/theft/destruction/damage of property, improper obstruction/disruption of university activities, abuse/harassment, and disorderly obscene conduct.
- ### **B. Presumptions**
1. Pledge-related activities by nature must reflect the best interests of the pledges, members of the organization, the university, and the Indiana community.
  2. For the purposes of this policy, any activity or situation, upon which the initiation or admission into or affiliation with or continued membership in an IUP-recognized organization is directly or indirectly conditioned, shall be presumed to be "forced," the willingness of an individual to participate notwithstanding.
  3. The negligence or consent of the participant or any assumption of risk by the participant are not defenses to an action brought pursuant to this policy.
  4. All IUP students and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including privately owned facilities and/or property.
  5. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (pledge, member, auxiliary, or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.
  6. The filing of charges at IUP against a recognized organization does not preclude the filing of charges

at IUP against an individual student nor the filing of civil and/or criminal charges against the organization and/or individual.

#### C. Implementation

1. The officers, primarily the president, of each organization are responsible for informing pledges, members, affiliates, and appropriate alumni/ae of this policy. This policy should be read by the president to the membership at the first meeting of the organization each semester and to the pledges prior to the commencement of the first pledge activity and should be posted in a prominent place for the pledges and members to see.
2. The Hazing Compliance Agreement portion of the Organization Recognition Form must be completed and submitted to the Office of Student Activities and Organizations, 104 Pratt Hall, within thirty days of the commencement of fall semester classes or the election of new officers to certify acknowledgement of all conditions of this policy.
3. All nonacademic initiation or affiliation pledge activities must be discontinued seven days prior to the first day of the final examination period each semester and remain discontinued through the end of the final examination period.

#### D. Jurisdiction and Procedure

1. Charges of violations of this policy by a recognized organization should be filed in the Office of Student Activities and Organizations. Charges of violations of this policy by an individual student should be filed in the Office of the Assistant to the Vice President for Student Affairs.
2. Administrative hearings of alleged violations of this policy by a recognized organization will be conducted by the Recognized Organization Review Board (RORB), in accordance with policy as detailed in this publication.
  - a. In all cases of alleged violations of this policy, the organization adviser and general headquarters of the organization will be notified.
  - b. During the period of formal investigation or adjudication of alleged violations of this policy, all pledge-related activities, organization activities, and/or university recognition of the organization may be summarily suspended in keeping with the university policy.
3. Administrative hearings of alleged violations of this policy by an IUP student will be conducted by the IUP Judicial System, in accordance with policy as detailed in this publication.
4. Recognized organizations and/or individuals also may be held responsible for criminal misconduct in violation of the Pennsylvania Anti-Hazing Law, considered a third-degree misdemeanor punishable by up to a year's imprisonment.

#### E. Violations and Sanctions

1. Violations of this policy by a recognized organization normally will result in the minimum sanction of a one-semester probation, seven weeks of social, intramural, and/or recognition benefits suspension and a revision of the organization's pledge education program, with a maximum sanction of with-

drawal of university recognition from the organization for a period of twelve consecutive regular academic semesters.

2. Repeated violation of this policy or violation of any probation enacted as a result of this policy by a recognized organization normally will result in the minimum sanction of a one-year probation and a one-semester suspension of social, intramural, and/or recognition benefits, with a maximum sanction of withdrawal of university recognition of the organization for a period of an additional twelve consecutive regular academic semesters.
3. Violations of this policy by an IUP student will result in sanctions consistent with the IUP Judicial System, in accordance with a policy defined in the *Student Handbook* or penalties authorized by Pennsylvania law.
4. For violations of this policy by a recognized organization, sanctions shall be defined as follows:
  - a. Probation: A specified length of time in which repeated violation of this policy or violation of other specified policies result in increased sanctions against the organization; no additional sanctions are necessarily implied by the imposing of a probation.
  - b. Mandatory Activity: The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.
  - c. Final Restitution: The repayment of the monetary value of damages, losses, or injuries within a specified period of time as a result of a violation of this policy.
  - d. Social Limitation or Suspension: A specific length of time in which the organization is denied formal or informal sponsorship of or participation in one or more of the following: inter- or intraorganizational social activities, formals, all-Greek or all-university events or activities, or any other event of a social nature.
  - e. Intramural Suspension: A specific length of time in which the organization may not participate in individual or team sports or the Greek intramural league, earn intramural points, or receive any championship titles.
  - f. Suspension of Recognition Benefits: A specific length of time in which the organization maintains university recognition but is denied one or more benefits of recognition which may include but are not necessarily limited to the following: Student Cooperative funding, use of university or Co-op facilities, office space or property, bulk mailing services, and/or specified other benefits made available through recognition.
  - g. Withdrawal of University Recognition: A specified or unspecified length of time or series of conditions in which university recognition is withdrawn and cannot be regained by the organization. The organization and any semblance of its membership ceases to function at the university, is denied all benefits of university recognition, and no longer falls under the jurisdiction

of the university organization judicial system. For the organization, or any semblance of its membership, to regain university recognition may involve the demonstration of evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.

5. Mitigating or aggravating circumstances may be considered in order to fashion an appropriate sanction.

## **Recognized Organization Review Board**

### **Operating Policies and Procedures**

IUP has established procedures for the recognition of clubs, organizations, and independent intramural teams. The responsibility for granting such status has been delegated to the Rules Committee of the Student Congress (SC) and the Office of Student Activities and Organizations. The Recognized Organization Review Board (RORB) has been established to process alleged violations of university regulations and to resolve disputes involving recognized groups through both an informal and formal processes.

#### **1. Duties**

- A. To make recommendations to the Senate Committee on Student Affairs (SCOSA) and the SC Rules Committee for changes to the RORB operating policies and procedures.
- B. To hear cases of alleged violations of university policy or regulations by recognized organizations and recommend, when necessary, appropriate sanctions to the director of Student Activities and Organizations (DSAO).
- C. To informally arbitrate: disputes which arise between organizations and their advisers; disputes between and within recognized organizations; concerns which arise regarding an organization's compliance with their constitution and/or by-laws or deviation from the purposes indicated at the time of recognition; and alleged violations of university policy or regulations by recognized organizations, as defined in Section V.

#### **II. Board Membership**

- A. Three students shall be appointed by the SC president-elect from the SC Rules Committee in the spring. The appointment begins the following fall semester and continues for the academic year. Two alternate members shall also be appointed from the SC Rules Committee.
- B. Three members of the Senate Committee on Student Affairs shall be appointed by the committee in the fall for a one-year term. Two alternate members shall also be appointed. The appointment includes two nonstudent members and one student member. The alternates must include one student member and one nonstudent member from the Senate Committee on Student Affairs.
- C. The director of Student Activities and Organizations (DSAO) will both chair and advise the RORB. In his/her absence the vice president for Student Affairs (VPSA) shall appoint an alternate

to chair the RORB hearing. The chair will not be a voting member of the committee.

- D. Members of the board shall not be involved in hearing an alleged violation against an organization in which they hold membership or in which they are personally involved to a degree which reduces their objectivity, as determined by the chair. In this event, alternate members of the RORB shall serve for the hearing.
- E. To assure continuity, board members should continue until new membership is selected for the following year.

#### **III. Charges**

- A. Charges of a violation of university policies or regulations or student behavior regulations can originate from any member or nonmember of the university community. If charges originate from a nonmember of the IUP community, the Office of the Vice President for Student Affairs may determine an appropriate designee to assist in the presentation of the case. The testimony of nonuniversity members may be used as in any hearing. Alleged violations involving breach of contracts, whether implied, assumed, inferred, verbal, or written contracts, between the student group and the contracting party shall not be within the jurisdiction of the RORB unless all the parties to the dispute are student groups.
- B. Members of the university community bringing the charge must report the case in writing to the director of Student Activities and Organizations or to the Office of Vice President for Student Affairs. Such incidents must be reported no later than two weeks after the incident unless the Office of the Vice President for Student Affairs waives the requirement of notification.
- C. The president and adviser(s) of the organization shall be notified in writing of the specific charges and be given a minimum of seven (7) calendar days' notice prior to a hearing.
- D. The notification shall include, but not be limited to, the following information: the specific charge, the name of the person completing the charge, a brief summary of the allegations that constitute the charge, and the time, date, and place of the hearing. Should a recognized organization choose not to appear for a hearing, the case will be heard and adjudicated on the available information.

#### **IV. Informal Hearings**

Disputes, mediation, and alleged violations normally referred to the RORB may be resolved through informal nonbinding arbitration, according to the following conditions and procedures:

- A. Informal arbitration is acceptable to both parties and the RORB chair.
- B. Both parties agree upon an RORB arbitrator chosen from the Recognized Organization Review Board. The RORB member chosen cannot be affiliated with either of the disputing parties. The RORB member chosen must be acceptable to the

RORB chair and the chairperson of the SC Rules Committee. In order to provide continuity in the arbitration process, the associate director of Student Activities and Organizations may provide consultation and advisement to the RORB arbitrator.

- C. Following the completion of verbal discussion and resolution of the points of conflict, both parties accept all agreed-upon decisions, conditions, or sanctions and the length of time in which they will prevail. Except for withdrawal of recognition, the full range of sanctions available to the board may be considered. An informal arbitration document is completed detailing these agreed-upon decisions.
- D. The chair of the RORB receives the completed informal arbitration document signed by both parties and the arbitrator, then affixes his/her signature upon the document indicating acceptance. Any conclusions agreed upon will then be confirmed in writing by the DSAO to all involved parties. If mutually agreed upon decisions and resolutions cannot be made, the grievances can then be filed by the offended party for a formal hearing before the RORB.
- E. Following signatures, any violation of or failure to comply with decisions or conditions reached through successful informal arbitration will be viewed as a violation of university policy. Sanctions will be levied accordingly in the event charges are filed and a guilty verdict is rendered through a formal RORB hearing.

## V. Formal Hearings

### A. Procedures

- 1. A minimum of five members, excluding the chair, will constitute a board. A simple majority of affirmative votes are necessary for an action to occur. Board members must be present to hear all testimony. The chair is a nonvoting member.
- 2. The DSAO, in the chairperson role, has the following responsibilities:
  - a. To moderate the hearing and determine whether the board should request legal counsel.
  - b. To rule on any motions, objections, and challenges that may arise prior to or during the course of the hearing. The chair is free to consult with board members or legal counsel at any time in order to make rulings.
- 3. The DSAO in the adviser role will have the following duties:
  - a. To handle the administrative duties of the board, scheduling hearings, facilitating correspondence, keeping of records, etc.
  - b. To consult with the board on matters of policy and regulations.
  - c. To notify the involved parties of any sanctions or other penalties that may be imposed on them by board action.

- 4. Each involved party will be notified as to the individuals who may be sitting on the board. Any involved party, including the institution, may challenge the objectivity of a board member. The chair will determine if these challenges will result in the dismissal of the member being challenged. Alternate members will be available to fill such a vacancy. Members of the board may challenge one another.

In the event that either party challenges the chairperson, the Office of the VPSA will hear the challenge and rule accordingly. Any challenges filed against the chair must occur within five (5) calendar days of the hearing. If the Office of the VPSA rules favorably to the challenge, he/she will appoint an alternate chair.

- 5. Any party to the hearing may identify an adviser, who may be an attorney, to be present at the hearing. The adviser may only consult and interact privately with the "client."
- 6. The person filing the charge(s) must be present to offer evidence if that person's testimony is necessary for proper adjudication.

### B. Conduct of Hearings

- 1. The board shall make all rules reasonable and necessary for the orderly, fair, and efficient disposition of cases, including determination of briefing schedules and prehearing discovery by any party. Prehearing motions may be presented to the board in writing. The board shall determine the outcome of such motions by a majority vote.
- 2. Formal hearings shall be conducted in the following order:
  - a. Resolution of challenges to board members to sit at the hearing.
  - b. Decisions on prehearing written motions.
  - c. The party filing the charge(s) presents its case utilizing testimony and such other evidence as may be relevant to establish a sufficient case.
  - d. The accused organization may present such evidence as may be relevant to rebut the previous presentation or otherwise establish its innocence.
  - e. The board may allow further rebuttal by either party.
- 3. Parties will be afforded an opportunity for submission of testimony and other admissible evidence, including reasonable opportunity for examination and the cross-examination of witnesses. Board members, including the chair, may ask relevant questions of witnesses and spokespersons.
- 4. All formal hearings will be tape recorded. Copies of the records may be requested at the requesting party's expense. The board shall retain the recordings of the hearings and all other evidentiary material for a minimum period of two years following the final action.

5. The board shall not be bound by formal rules of evidence. However, all evidence must be inherently reliable. The following guidelines will be observed.
  - a. Hearsay evidence shall not be used as the exclusive basis to establish any fact necessary to determine guilt or innocence.
  - b. An organization's previous disciplinary record shall not be used to determine whether a rule violation occurred in a current case. However, the board may consider such a record to determine the appropriate disciplinary sanction.
6. All formal hearings are open unless either party requests a closed hearing. Such a request must be made in writing to the DSAO no less than one (1) working day before the hearing. Throughout the hearing, the chair may regulate the access of spectators. The chair shall have the power to do what is necessary to maintain decorum during the hearing. The board may, by majority vote, order the removal of any person or persons who disrupt the hearing.
7. During exams, only informal arbitration may take place, except in special circumstances or emergency situations as determined by the Office of the Vice President for Student Affairs.
8. If during or after a hearing it is determined that witnesses intentionally misrepresented that facts of the case in their testimony, they may be held in contempt of the board and referred to the University Judicial Board for failure to comply with the directives of a university official. If this misrepresentation is discovered after a hearing, the board will review the evidence to determine whether the case should be reopened and/or a new hearing scheduled.

#### C. Sanctions

1. Probation: A specified length of time in which repeated violations of any policy may result in increased sanctions against the organization; no additional sanctions are necessarily implied by the imposing of a probation.
2. Mandatory Activity: The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.
3. Financial Restitution: The repayment of the monetary value of damages, losses, or injuries within a specified period of time as a result of a violation of policy.
4. Social Limitation or Suspension: A specific length of time in which the organization is denied formal or informal sponsorship of, or participation in, one or more of the following: inter- or intraorganizational social activities, formals, all-Greek or all-university events or activities, or any other event of a social nature.

5. Intramural Suspension: A specific length of time in which the organization may not participate in individual or team sports or the intramural league, earn intramural points, or receive any championship titles.
6. Suspension of Recognized Benefits: A specific length of time in which the organization maintains university recognition but is denied one or more benefits of recognition which may include, but is not necessarily limited to, the following: Student Co-operative Association funding; use of university or Co-op facilities, office space or property; bulk mailing services; and/or specified other benefits made available through recognition.
7. Withdrawal of University Recognition: A specified or indefinite length of time in which university recognition is withdrawn in whole or in part, or conditionally. The organization and any semblance of its membership ceases to function at the university, is denied all benefits of university recognition, and no longer falls under the jurisdiction of the RORB. For the organization, or any semblance of its membership, to regain university recognition it may be asked to demonstrate evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.

#### D. Written Decision

Upon hearing all evidence, the board shall reach a decision based upon evidence sufficient to make reasonable people believe that a fact sought to be proved is more likely true than not. The board shall communicate its decision and sanctions, if appropriate, to the DSAO, who will then provide a written decision and notification of sanctions to the organization's president and adviser(s) and the person bringing the charge(s) within ten working days. The DSAO may modify sanctions if he/she believes this action to be appropriate.

#### E. Appeals

1. Upon receiving the results of a hearing, either party may appeal the decision of the board for the following reasons:
  - a. Denial of a fair and reasonable hearing.
  - b. New evidence (this applies only when there is an acceptable reason why the evidence could not be presented at the original hearing).
  - c. Inappropriate sanction.
2. If either party wishes to appeal the decision, it must submit a written request listing the reasons for the appeal to the Office of Vice President for Student Affairs within six working days after the decision is rendered. The Office of Vice President for Student Affairs will determine whether it will hear oral argument on an appeal or consider it solely on written material. If sufficient grounds are found, a new hearing may be arranged before an appellate committee chaired by the Vice President for Student Affairs or designee and comprising

one member of the SC Rules Committee and one member of the SCOSA. Members of the board and adviser who heard the original case may not serve on this appellate committee. Furthermore, two of the three members of this appellate committee must agree to any changes that would be made to the board's original decision and sanctions.

## **VI. Interim Boards**

When time constraints prohibit the regular appointment of a review board (summer, final exams, or other nonclass periods, etc.), a three-person interim board including at least one student and one faculty or staff member may be appointed and convened by the director of Student Activities and Organizations (or his/her designee). The interim board has the same authority as the regularly appointed RORB.

## **VII. Summary Sanctions**

In cases where allegations indicate an immediate and substantial danger to university persons or property, the Office of the Vice President for Student Affairs may summarily sanction an organization. Such summary sanctions may include withdrawal of university recognition.

- A. Within ten calendar days of the issuance of a summary sanction, an interim board will be convened to review the appropriateness of that sanction. This board may either continue or suspend the summary sanction pending a full hearing on the allegations.
- B. Following the interim board decision, procedures to arrange a full hearing shall begin. Such hearing should follow normal time frames, providing seven calendar days' notice of the hearing, and shall occur as soon thereafter as can be conveniently scheduled.

## **Campus Film Policy for Recognized Organizations**

1. A recognized organization desiring to show a film must first schedule a university facility through the proper scheduling office. The organization is expected to comply with the policy for scheduling university facilities. A copy of this policy is available from the Scheduling Office or the Office of Student Activities and Organizations. It is also listed in this publication.
2. The organization shall, at least fifteen work days before using the scheduled facility, register that date and the proposed film title on the Master Calendar in the Office of Student Activities and Organizations, 102 Pratt Hall. The first organization to log the film title shall have priority in scheduling the film. A copy of the completed scheduling form shall be presented at this time for sign-off by the director of Student Activities and Organizations or his/her designee, or such registration is not confirmed. A copy of the confirmation from the film distributor may also be requested.
3. Personnel trained by the Office of Student Activities and Organizations are the only ones permitted to operate projection equipment in university facilities. Arrangements for trained personnel must be made

through the Office of Student Activities and Organizations at the time the film is registered.

4. Box office personnel must be secured through the Office of Student Activities and Organizations. The personnel will assist in the enforcement of university regulations and the collection of all monies. They will also prepare the attendance report for signature by a member of the sponsoring organization and the director of Student Activities and Organizations or his/her designee.
5. All organizations showing a film rated "X" by the Motion Picture Code and Rating Administration shall advertise that no individual under seventeen years of age will be admitted. Notification of this fact shall be posted at the entrance at the time of the showing. An organization should request the proper identification to be shown at the door. The organization must comply with all appropriate statutes governing the Commonwealth of Pennsylvania, which are on file in the Office of Student Activities and Organizations. The organization has the responsibility to enforce this admission policy.
6. Admission to on-campus film showings is limited to IUP faculty, students, staff, and their guests. Appropriate identification should be required at the door.
7. At least one identified member of the sponsoring organization must be present at all times during the showing of the film.
8. All advertising must include the name of the film where it is being shown, the show date(s) and time(s), admission charge(s), MPAA rating, and the name of the sponsoring organization. Generally, off-campus advertising is prohibited by film distributors. In cases where off-campus advertising is desired, approval is needed from the director of Student Activities and Organizations or his/her designee in writing. Written permission from the film distributor for such advertising may be required.
9. All projector and personnel fees must be paid by the sponsoring organization. Projector rental fees are \$7 per running hour in Fisher Auditorium and \$3 per running hour in Pratt Auditorium (if AB projectors are used). Projectionist fees are \$17.50 per show in Fisher Auditorium with a minimum of \$35 per night, and \$12.50 per show everywhere else, with a minimum of \$25 per night. Box office personnel are paid minimum wage by the hour. Arrangements to pay all fees must be made with the director of Student Activities and Organizations or his/her designee prior to the showing of the film. The Student Cooperative Association, the projectionist, and the university will not be responsible for films not picked up the night of the final showing.
10. Failure to follow this policy may result in forfeiture of the use of university facilities. The Office of Student Activities and Organizations will determine and notify the proper scheduling office and the organization of such forfeiture. If forfeiture results, the group may ask the vice president for student affairs or his/her designee to review the decision.



## *Student Cooperative Association General Information*

### **Purpose**

The Student Cooperative Association is a nonprofit corporation which plays a key role in the educational and extracurricular life of the university community. Anyone who pays an activity fee, whether student, faculty, or staff member, is eligible to be a member of the association. Generally speaking, almost all campuswide, extracurricular activities are supported fully or in part by the association. The association also operates the Hadley Union Building, the Co-op Store, the Co-op Recreational Park, and the IUP Smallcraft Base. The University Student Children's Center is also affiliated with the association.

The mission of the Student Cooperative Association is to develop and fund, where appropriate, programs, facilities, and services that contribute to the quality of life of the university community. As a membership corporation, the association serves its constituents within the context of their relationship to the university. Therefore, its goals are designed to be consistent with those of IUP.

The primary emphasis of the association is to help meet the social, cultural, and recreational needs of the campus. The individual members and groups of the university community can often satisfy these needs effectively by themselves. However, in many cases, these needs can be met more efficiently through the actions of a collective body such as the association. In such cases, the association has an obligation to provide the necessary services to the degree permitted by its resources.

The association has historically provided IUP with a campus store, a campus union with meeting rooms, food serv-

ices, game rooms and other amenities, and outdoor recreational facilities. It expects to continue these services and to add others or refine the present ones as the needs and desires of its members change. The association, in cooperation with IUP, develops and provides support programs which enhance the extracurricular life of IUP.

In addition to providing services directly, the association serves as a vehicle for funding and promoting the programs of other campus organizations that benefit the community as a whole. Staff support for these programs will normally be provided by the university or the groups involved, except in the case of programs that are primarily operated at association-owned or operated facilities.

The association will continue to pursue cooperative relationships with other Indiana agencies, primarily recreational in nature, with the aim of improving opportunities for its members, the students.

The association provides an opportunity for the educational experience of becoming involved in the governance of the corporation. This is a significant role which helps students prepare for leadership positions in society.

The association will continue to consider the development of new services and programs and reevaluate those it currently supports. It recognizes that as a fiduciary of student funds, it must channel its resources in a way that provides maximum benefits for the university as a whole.

### **Facilities of the Association**

#### **Co-op Recreational Park**

The Co-op Recreational Park is a 270-acre facility owned by the Student Cooperative Association just two miles from campus. The park is a multipurpose recreation area serving many diverse needs and interests.

The two entrances are connected by trails which also go through White's Woods, an adjacent 250-acre nature preserve. The trails are widely used for hiking and cross country skiing. A walk-in tent campsite is located at an overlook point with more planned for the future. (Camping permits can be obtained at the Hadley Union Building Front Desk.) Picnic tables and picnic shelters are located along the trails and near some of the parking lots.

IUP community members may also schedule indoor and outdoor meetings, ski downhill, rent garden plots, play softball, and carry out other activities which are limited only by the imagination.

#### **Co-op Store**

The Co-op Store is located in the Hadley Union Building. The store stocks a complete line of textbooks, supplies, paperback books, and other requirements for class use. In addition, the shopper will find an extensive collection of records, college wear, stationery, jewelry, sundries, souvenirs, and computers.

The store is operated on a competitive basis with all profits from operations used to support student activities. Hours are 8 a.m. to 5 p.m. weekdays, with additional evening hours at the beginning of each semester. The store's IUP Shop is open extended hours, normally noon to 8 p.m., Monday through Friday, and noon to 5 p.m., Saturday.

The Co-op Store is a member of the National Association of College Stores, through which many additional services, such as student-rate magazine subscriptions, are available.

## **Hadley Union Building (HUB)**

The association operates the Hadley Union Building for the benefit of all members of the university community. Facilities available in the HUB include a restaurant; commuter facilities; facilities for concerts, dances, symposiums, etc.; a large-screen TV; several meeting and activity rooms; student offices; lounges for informal gatherings and study; a rec center with racquetball courts, Nautilus area, aerobics studio, games area, and outdoor equipment rental; and business offices of the association. Any recognized campus organization may reserve meeting facilities in the HUB.

## **Services of the Association**

### **Campus Recreation**

For those people who enjoy the great outdoors, the Co-op rents Nordic skis, Alpine skis, canoes, and sailboats. The equipment can be rented by all I-card holders for a nominal rate at the HUB, IUP Smallcraft Base, or the Co-op Park ski slopes. Seminars and instructional trips, as well as a Calendar of Events, are provided by the campus recreational staff in cooperation with the various outing organizations.

### **Check Cashing and Banking**

National Bank of the Commonwealth operates a full-service bank in the Hadley Union Building. Hours are 10 a.m. to 5 p.m., Monday through Thursday; 10 a.m. to 7 p.m., Friday, and 9 a.m. to noon, Saturday. All services, including checking and savings accounts, are available. An automatic banking machine is available twenty-four hours a day. Checks on all banks are cashed upon presentation of a currently valid I-card. A limit of \$100 is placed on all personal checks cashed for nondepositors, as well as a nominal fee.

### **College Student Union Association, Inc.**

The College Student Union Association, Inc., is a sister corporation to the Student Cooperative Association. The College Student Union Association has a membership of all students and faculty members of the university. It is the owner of the union buildings at all three campuses. The College Student Union Association was set up primarily to build and own properties for the use of the members of the Student Cooperative Association.

### **Front Desk**

The Front Desk provides many services, including ticket sales, transportation pool reservations, I-card replacements, room and lodge reservations, and Bell of Pennsylvania payments. Located in the HUB, the Front Desk hours are 8 a.m. to 4:30 p.m., Monday-Friday with extended hours on Monday and Thursday. The telephone number is ext. 2590.

### **I-Cards**

The official student identification card of the university is produced by the association. Under university regulations, all students are required to carry their identification at all times. Questions concerning replacement of I-cards may be answered at the HUB Front Desk, ext. 2590.

### **Leadership Opportunities**

Students are invited to participate as members and/or officers of the Board of Directors and policy committees of the association. Campuswide elections are held each semester for board members, and committee members are usually screened in at the end of the spring semester for

the following year. Further information may be obtained from the executive director.

### **Student Activities Fund**

Recognized campus organizations and activities may apply for funding from the student fund for programs and services which are of potential benefit to the entire student body. Budget requests are due at the beginning of February each year for consideration for the annual budget which runs from July 1 to June 30. The Finance Committee of the Student Cooperative Association also considers revisions or additions to the budget throughout the fiscal year.

Information about the budgeting process and guidelines may be obtained at the Student Cooperative Association business office in the HUB.

### **Student Legal Services**

Student Legal Services serves the student body in an advisory capacity, in matters of landlord/tenant disputes, personal injury, consumer protection, property damage, and contract and in the handling of civil cases.

The office in the HUB is open to all students holding valid I-cards. The office is open Monday through Friday during the academic year and hours as posted during the summer sessions.

### **Transportation Pool**

The association maintains a panel truck and twelve passenger vans for local use by campus organizations and a sedan for local and out-of-town use. Inquiries and reservations may be made at the Front Desk of the HUB.

## **Policies and Regulations Governing the Student Co-op**

### **1. Co-op Recreational Park**

- a. A facility owned by the Student Cooperative Association.
- b. Members of the association, recognized campus organizations, and the university have priority for scheduling university activities located at the Co-op Park.
- c. Details on usage policies and reservation forms are available at the HUB front desk.

### **2. I-cards**

- a. The I-card serves as identification while at IUP and should be shown on demand to any regular representative of the university or the Student Cooperative Association. It is used for checking books out of the library, for cashing checks at the HUB bank, for use of HUB and IUP facilities, for checking out recreational equipment at the HUB or the Field House, for admission to all Student Co-op events, and for payment of fees at the Business Office. I-cards validated for meal plans are used to enter the dining hall facilities.
- b. The Co-op Store requires the presentation of the I-card when paying for purchases by check, when selling books back to the store, and when returning merchandise for refund or exchange.
- c. Students should be careful of the I-card and report its loss at once to the Hadley Union Building Front

Desk. Alteration or misuse of the card is subject to fines up to \$25 and other disciplinary action.

- d. Students who withdraw from the university during any term will be required to turn the I-card in to the Student Cooperative Association office.
- e. The I-card is a permanent card, used for the duration of a student's career at IUP. It must be revaluated for each semester session. Damaged cards may be turned in and replaced for a fee of \$2. Lost I-cards will be replaced for a \$5 fee. New or replacement cards can be obtained at university check-in or at the HUB Front Desk.

### **3. Hadley Union Building**

The following regulations apply to the Hadley Union Building (HUB) and premises:

- a. All regulations of the university apply at the HUB.
- b. The HUB is for the use of students, faculty, and staff of IUP and their registered guests.
- c. Any person may be required to show identification at any time to any employee of the university or the Student Cooperative Association.
- d. Entrance to the HUB may be restricted to I-card holders and their guests with guest passes for dances or other programs or circumstances. Guest passes may be obtained in advance at the Front Desk.
- e. There shall be no gambling in the HUB or on the premises.
- f. Possession or the use of alcoholic beverages or drugs in the HUB is strictly prohibited.
- g. Any student found in the HUB at any time in an intoxicated condition or under the influence of drugs shall be subject to disciplinary action.

- h. Any person who appears to be in violation of university regulations may be turned over to the University Judicial Board for appropriate action.
- i. Any person or persons who appear to be in violation of any federal or state laws may be turned over to the appropriate civil authorities for legal action.
- j. Anyone apprehended shoplifting in the HUB or the Co-op Store will be turned over to the civil authorities for legal action.
- k. Anyone apprehended for defacing or destroying property, such as walls, furniture, or windows, will be turned over to the University Judicial Board.
- l. No currently enrolled student may be denied the use of Student Cooperative Association facilities unless such privilege is removed by action of the executive director of the Student Cooperative Association, his/her designee, or the university judicial system. Such action on the part of the director must be reviewed by the university judicial system as soon as feasible.
- m. Areas of Student Cooperative Association properties designated as public areas may be reserved only for activities open to the entire university community. Meeting rooms in the HUB may be reserved for recognized campus organizations for private meetings.
- n. Policy on signs and posters: university students, staff, and organizations may place signs and posters on bulletin boards in the HUB. The HUB staff reserves the right to remove notices that are in poor taste.
- o. These regulations may be revised or others may be added by action of the Board of Directors of the Student Cooperative Association.



## Athletics

### General Information

#### Intercollegiate Athletics

IUP has developed a reputation among colleges and universities on the local, state, regional, and national scales for its highly competitive athletic programs. In 1988, The Indian football team, posting an 8-3 record, met Millersville in the first NCAA Division II playoff game ever hosted by IUP.

Women's gymnastics won its second consecutive national championship in the spring of 1989. The year before both baseball and women's track and field won Pennsylvania State Conference championships. The golf team was 1989 champion in the Pennsylvania State Athletic Conference (PSAC), and its coach, Don White, was chosen PSAC Coach of the Year.

Nearly all IUP teams are perennially respected for their records. In women's sports, the Indians are recognized as the leader in the tri-state area in terms of number of sports sponsored, the emphasis it places on them, and the ambitions it has for their success.

IUP varsity sports are as follows:

Men's	Women's
Baseball	Basketball
Basketball	Cross Country
Cross Country	Field Hockey
Football	Gymnastics
Golf	Softball
Soccer	Swimming and Diving
Swimming and Diving	Tennis
Tennis	Track and Field
Track and Field	Volleyball

All IUP athletic programs are affiliated with the NCAA, ECAC, and Pennsylvania State Athletic Conference (PSAC). For additional information, contact Frank Cignetti, director of intercollegiate athletics, at 357-2751; Herm Sledzik, associate director, 357-2751; or Vivian Fuller, senior women's administrator and associate athletic director, at 357-2751. Athletic offices are located in Memorial Field House.

#### Sports Information

IUP's Sports Information Office, 102 Memorial Field House, covers and promotes interest and support for the university's intercollegiate athletics and individual student athletes.

To achieve its goals, Sports Information produces a variety of publications and game programs, serves the media (newspapers and radio and television stations, ranging from campus to nationwide) with ongoing information, and is involved in projects designed to raise interest as well as funds for IUP sports.

Students may secure information concerning the university's eighteen varsity sports, their schedules, and upcoming events by calling 357-2747. Sports Information offers several internship and student employment opportunities for writers, office staff, statisticians, and others interested in covering particular sports and welcomes applications for these positions.

#### Intramural Athletics

The aim of the intramural program is to provide a broad recreational program that will meet the demands, needs, and interests of every student at IUP. The program is designed to develop skills and recreational activities which can be utilized throughout life. Physical activity is an essential aspect of well-rounded university education.

The IUP intramural program conducts an annual all-points race. The intramural competing units are made up of sororities, fraternities, clubs, church organizations, residence halls, and independent organizations. If your organization is interested in competing in the all-points race or needs additional information concerning the intramural program, please feel free to contact the Intramural Office at your convenience.

Intramurals exist to foster friendly competition and teamwork and to practice good sportsmanship. An invitation is extended to all students and faculty to take part in the varied program. The rewards and benefits of participation help make IUP a pleasant place.

#### Fall Sports

Activity	Type	Activity	Type
Golf	M, W	Tug-o-War	M, W
Volleyball	Co-ed	Tennis	M, W
Parcourse	M, W	Archery	M, W
Horseshoes	M, W	Cross Country	M, W
Table Tennis	M, W	Foul Throw	M, W
Wrestling	M	Speed Football	Co-ed

#### Winter Sports

Activity	Type	Activity	Type
Bowling	M, W	Handball	M
Basketball	M, W	Pocket Billiards	M, W
Badminton	Co-ed	Racquetball	M, W
		Tennis	M, W

## **Spring Sports**

Activity	Type	Activity	Type
Volleyball	W	Softball	M, W
Badminton	M, W	Tennis	M, W(I)
Swimming	M, W	Racquetball	M, W(I)
Inner Tube Water Polo	M, W	Track	M, W
Note: M = Men		W = Women	(I) = Individual

**Intramural Office:** 101 Memorial Field House (Telephone: 357-2757)

**Office Hours:** 8 a.m. to noon and 1 p.m. to 4:30 p.m., Monday through Friday

**Bulletin Board:** Memorial Field House, West End, and Zink Hall

The Recreational Services Handbook contains more detailed information on rules and regulations concerning the intramural program. It is available in the Memorial Field House, Room 101.

For a telephone-recorded message of all intramural activities in action Monday through Friday, please dial 357-2725 after 4:30 p.m. or on weekends.

## **Athletic Facilities**

### **Memorial Field House**

Building Open	7 a.m. to 10:30 p.m., Monday through Sunday
Equipment Issue Room	8 a.m. to 9 p.m., Monday through Friday
Training Room	8 a.m. to 4 p.m., Sunday (varies with athletic schedule)
The Pool	University swim hours will be posted outside the pool two weeks after the beginning of each semester. Call ext. 2771 for information.

### **Zink Hall**

Building Open	8 a.m. to 10:30 p.m., Monday through Saturday. Students must be out of the locker room by 10:30 p.m. No one is permitted to enter Zink Hall after 10:30 p.m.
Gyms A, B, C	6:30 p.m. to 10:30 p.m., Friday 8 a.m. to 10:30 p.m., Sunday. Limited free play when intramurals, varsity competition, and special events are scheduled September through April 1.

Dance Studio	6:30 p.m. to 10:30 p.m., Friday through Saturday. Available only for students who are currently enrolled in a dance class. Procedure for requesting permission to practice will be given by instructor. Special events scheduled by Mrs. Dakak (limited).
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Equipment Issue Room	8 a.m. to 8 p.m., Monday through Friday
	9 a.m. to 5 p.m., Saturday

The Pool	University swim hours will be posted outside the pool two weeks after the beginning of each semester. Call ext. 2773 for information.
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### **Supply Room**

#### **(Memorial Field House and Zink Hall)**

The supply room does not give out athletic clothing or shoes. Lockers are available for semester use to those with

a validated I-card from the attendant in the supply room. A seven-dollar fee is required, for which you will receive a small locker, lock, and towel. A three-dollar fee will be charged for use of a small white locker only. Students are allowed to put their own lock on a locker while participating in the building. Individually owned locks will be cut off if left on lockers overnight.

### **Tennis Courts**

Courts are available on a first-come, first-serve basis. Courts may be used for one hour at a time, unless there is no one waiting for them. If no one is waiting, courts may be used as long as the student desires.

### **Training Room Procedures**

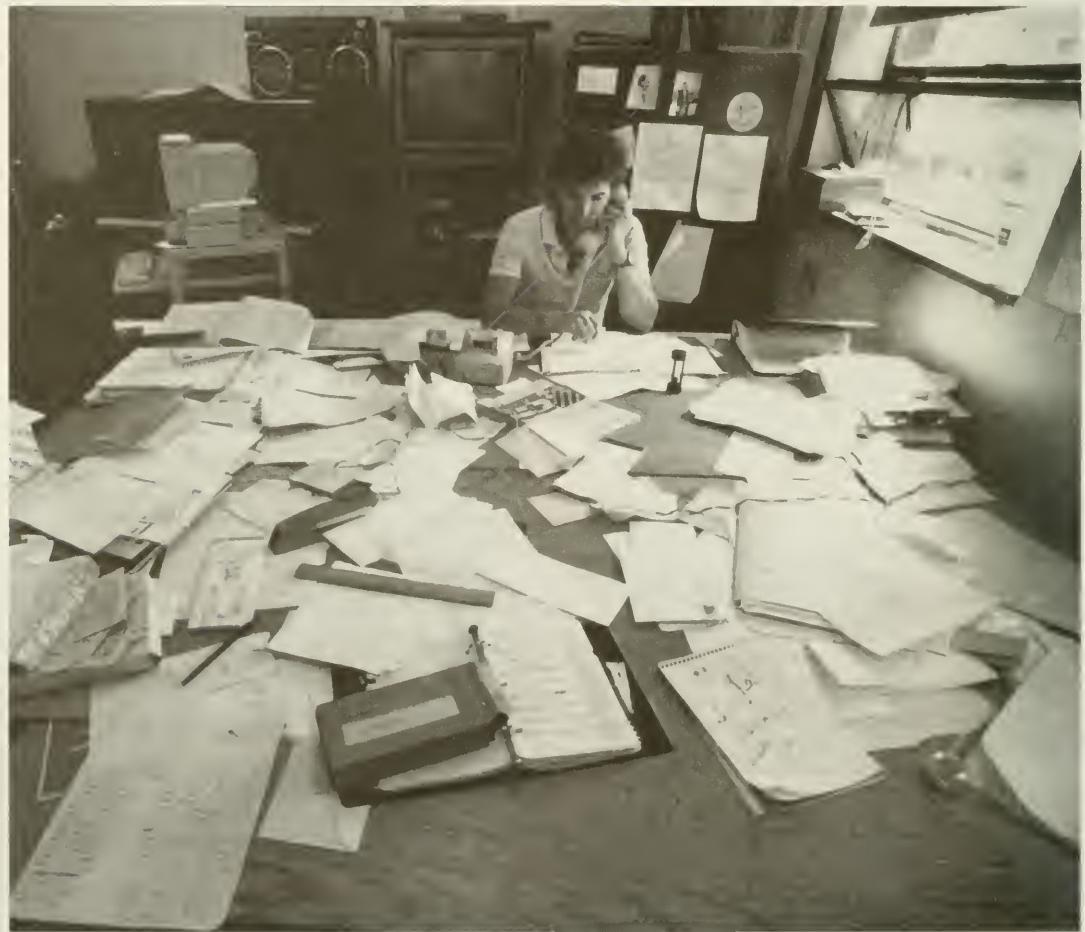
- A. The Sports Medicine Rehabilitation hours for therapeutic evaluations and rehabilitation services will be Monday through Friday, noon-8 p.m.
- B. The Training Room hours for men's and women's Intercollegiate sports will be Monday through Friday, noon to 8 p.m.
- C. Nonvarsity athletes and faculty members may receive physical therapy and Sports Medicine Rehabilitation services with a physician's referral. The patient's insurance company will be billed directly for the services. Students and their families will be responsible for unpaid bills from the insurance companies.
- D. An Orthopedic Clinic for varsity and nonvarsity students is available on Tuesday evenings at 7 p.m. Nonvarsity patients will be responsible for all fees.

## **Guidelines for Contact Sports/Activities**

University-sponsored and -recognized groups or organizations that wish to conduct or sponsor contact sports/activities, other than as a part of the IUP intercollegiate athletic program, the intramural program, or required class activities, on the IUP campus or Student Cooperative Association property must present to the Campus Recreation office information concerning the procedures and conduct planned for the activity. Before any contact sport/activity such as touch football or rugby will be approved to be conducted on the IUP campus, the specific guidelines below must be followed for the event. Determination of whether a particular activity is to be considered a contact sport/activity will be made by the Campus Recreation office. These guidelines include

- A. All sports/activities must be conducted in an area free of obstacles and other hazards that is sufficiently removed from the playing area to avoid possible injury to participants.
- B. Such activities must be conducted under proper lighting conditions to insure clear visibility by all participants.
- C. The playing surface for such activities must be conducive to safe participation by all participants. Inclement weather must warrant postponement of the activity.
- D. Rules and regulations, which clearly define measures of safety, must be available to all participants.
- E. A faculty or staff supervisor must be in attendance at contests.

- F. Workshops/clinics must be conducted to train student officials concerning techniques and rules of officiating the sport/activity.
- G. Personnel knowledgeable in athletic training and/or currently certified in advanced first aid training must be on duty at all contests.
- H. A student injury report form must be completed at the time of all accidents/injuries.
- I. The director of campus recreation is responsible for administering these guidelines.
- J. Alleged violation of these guidelines shall be referred to the Recognized Organization Review Board for adjudication.





## *Student Rights, Freedoms, and Responsibilities*

### *General Statement on Student Rights, Freedoms, and Responsibilities*

The university commits itself to guaranteeing its students the rights discussed in the following paragraphs, insofar as 1) they do not contradict either state or federal statutes, all of which are binding upon IUP as a state-owned and operated institution, and 2) they are not incompatible with the instructor's freedom to teach.

#### **A. Freedom of Access to Higher Education**

IUP welcomes students from all racial, religious, and socioeconomic backgrounds. All facilities and services at IUP are extended equally to all enrolled students. In addition, the university seeks to guarantee all its students equal access to public facilities within the community. The university will not condone racial or religious discrimination directed at its students.

#### **B. Freedom of Expression**

The faculty has an obligation to encourage free inquiry and expression, and students should be permitted rational and orderly disagreement with data and views expressed in or out of the classroom. The student, however, has an equal obligation to be responsible for learning the content of any course of study for which he or she is enrolled. The university should provide reliable mechanisms to protect the student against prejudiced or capricious evaluation of academic work, the latter functioning as the sole basis on which the student is graded, unless the plan of course of study explicitly states otherwise.

#### **C. Freedom of Assembly - Demonstration Policy**

Demonstrations may be held anywhere on the campus, so long as they do not disrupt the normal operation of the university or infringe on the rights of other members of the university community, except that no demonstrations are permitted inside university buildings. Any use of sound amplification equipment on the campus must have prior clearance through the Scheduling Office.

In order that demonstrators not interfere with the operation of the university or the rights of others, they shall not

1. Obstruct vehicular, bicycle, pedestrian or other traffic
2. Obstruct entrances or exits to buildings or drives-ways
3. Interfere with educational activities inside or outside the building
4. Harass passersby or otherwise disrupt normal ac-tivities
5. Interfere with or preclude a scheduled speaker from being heard
6. Interfere with scheduled university ceremonies or events
7. Damage property, including lawns, shrubs or trees

Students, personnel, or visitors to the university who interfere with the operation of the university or the rights of others will be asked by Campus Police to disperse and/or comply with this policy within a stipulated period of time. Failure to respond positively to such a request may result in arrest by Campus Police and/or disciplinary action by the university.

#### **Student Records Policy**

1. The right of students and alumni to review their educational records applies retroactively to the date of passage (June 21, 1957) of the Right-to-Know Law. In these guidelines, the word "students" shall be defined to mean all individuals who have matriculated at IUP since June 21, 1957.
2. Students will, upon request, be given access to their educational records. Educational records are those records, files, documents, and other materials which contain information directly related to a student and which are maintained by the university or by a person acting for the university. The term does not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the said possession of the maker thereof and which are not accessible or revealed to any other person except an official substitute for the maker. A list of official student records may be obtained from the vice president for Student Affairs.
3. Students who wish to see their records must make an appointment in advance with the proper official. The official must honor the request within five working days.
4. No evaluative materials may be removed from any university files by the student. A student is entitled to one

copy or photostat of any material contained in his/her file. Any costs involved shall be the responsibility of the student.

5. The university official has the right to destroy irrelevant, dated, defamatory, or unnecessary evaluative or opinion records in the field. The official has wide authority to make such judgments with or without the consent of the student affected or of the person who submitted the information. An exception is when the student's records have been communicated to a person outside the institution, e.g., a potential employer. In such cases, the student shall be given the opportunity to view and copy the information before it is destroyed.
6. Students will be permitted to insert a rebuttal concerning any material contained in their files.
7. A student may challenge the accuracy of material contained in his/her file. Once such a challenge is made in writing, it will be the responsibility of the university official in charge of the file to determine the validity of the challenge. The university official shall make a written request to the student's challenge, specifying the action taken. Should a factual error be found in any materials, the student may submit a written appeal of the decision to the vice president for Student Affairs within six calendar days. The vice president will convene the University Judicial Board or a similar hearing body to review the appeal.
8. A university official may not release a student's record without the written consent of the student. The only exceptions to this guideline are those outlined in the Family Educational Rights and Privacy Act of 1974, which include:

- a. Directory information — IUP classifies the following information as directory information: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous institution attended by the student, and other similar information.

The university may release this information upon request unless a student indicates some or all information should not be released. To exercise this right, a student must notify the registrar in writing at the beginning of the Fall term, indicating the information which is not to be released.

- b. Health and safety emergencies: Information may be released to appropriate parties if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

## **Affirmative Action Policy for IUP**

IUP affirms the concept of human rights and dignity and is committed to providing leadership in taking action to assure equal educational and employment rights for all persons without regard to race, color, religious creed, lifestyle, affectional or sexual preference, handicap, ancestry, national origin, union membership, age, or sex. Respect for the individual in the academic community must not be abridged and abused. Harassment or disregard of a person based on any of these characteristics is particularly intolerable on the university's campus. Affirmative action will be

taken to insure the implementation of this policy to university employment and admissions. This policy and the obligation to provide equal opportunity include the following commitment:

1. To recruit, hire, utilize, train, and promote for all job classifications and to admit and educate students without regard to race, color, religious creed, lifestyle, affectional or sexual preference, handicap, ancestry, national origin, union membership, age, or sex.
2. To base decisions on selection, employment practices, employee utilization, job training, career mobility, promotion, program operation, and services provided to further the principles of equal employment opportunity and affirmative action.
3. To assure that all other personnel actions, such as compensation, benefits, transfers, furloughs, returns from furloughs, agency-sponsored training, educational benefits, tuition assistance, social and recreational programs, etc., are administered in keeping with the policy, strategies, objectives, goals, and timetables of the Equal Opportunity Act and the Affirmative Action Plan of the university.
4. To create and maintain a workplace and educational climate free from discrimination and harassment of any employee or student.
5. To create and maintain a workplace and educational climate free from sexual harassment of employees or students.
6. To make every effort to increase employment and educational opportunities for qualified handicapped applicants and employees.
7. To assure that in offering employment or promotion to handicapped persons, no reduction in compensation will result because of disability income or other benefits.
8. To assure that reasonable accommodation will be made for the physical limitations of an applicant or student.

Since IUP is an equal opportunity/affirmative action employer, this document is applicable to employees/enrollees of IUP under provisions of federal and state laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era.

Overall responsibility for the implementation of the university's Affirmative Action Program and Policy has been assigned to Cynthia Cronk, director of the Office of Human Resources.

Any employee or student having suggestions, problems, or complaints with regard to equal employment opportunity or affirmative action is encouraged to contact the Office of Human Resources. Cynthia Cronk, the director, can be reached by writing to G30 Sutton Hall or by calling ext. 2431.

Employees or students having suggestions, problems or complaints with regard to equal opportunity in sports (intercollegiate and intramural) should contact Linda Hall, assistant vice president for Student Affairs, 215A Sutton Hall, ext. 4040.

## Affirmative Action Grievance Procedure

If either an employee or a student feels that she/he has been discriminated against because of race, color, religious creed, lifestyle, affectional or sexual preference, handicap, ancestry, national origin, union membership, age or sex, including the denial of access to either campus facilities or programs, the employee or student is advised to pursue corrective action through the following procedure:

### Step 1

The employee will lodge an oral complaint with the appropriate dean, program director, or management representative. Students may direct complaints to the appropriate dean or program director or to the assistant vice president for Student Affairs, 215A Sutton Hall, ext. 4040. The employee or student should specifically mention the name or organization against whom the complaint is being lodged, sufficient factual information to permit the reviewing individual the ability to investigate the complaint, and the outcome desired by the complainant. The appropriate individual will then investigate and respond to the employee or student outlining the findings of the investigation and the intended action to be taken, if any. If the action or response at this step is unsatisfactory, the employee or the student may then pursue the complaint to the second step.

### Step 2

The employee or student will present a formal written complaint to the director of Human Resources, G-30 Sutton Hall, ext. 2431. The complaint shall contain the same type of information required at Step 1. The director of Human Resources will then meet with the complainant to discuss the material contained in the formal complaint. The director will then meet with the alleged offender to discuss the complaint and its possible consequences. After an investigation, a report of findings will be sent to the president. The president or his/her designee will render a final decision. This step will be completed in thirty days. This deadline can be extended by written consent of the university president.

At any step in the above procedure the complainant and/or the accused party may be represented by an advocate or legal counsel of his or her own choice.

This complaint procedure is not intended to interfere with any legal rights an employee or student may possess under the statutes of the Commonwealth of Pennsylvania and/or the Government of the United States of America. Likewise, it is not intended to interfere with any rights an employee may have under the appropriate collective bargaining agreement between the employee representative and the Commonwealth of Pennsylvania.

## IUP Sexual Harassment Policy Statement and Grievance Procedure

### Interim Sexual Harassment Policy Statement

- Purpose:** To announce the establishment of a policy on sexual harassment for the university.
- Scope:** The policy includes all sexual harassment as defined below and is intended to apply to the entire university community.
- Objectives:** The Sexual Harassment Policy defines sexual harassment; establishes a process by which allega-

tions of sexual harassment will be reviewed; and makes clear to the university community the commitment of the university to the elimination of all forms of sexual harassment.

- Policy:** IUP affirms that sexual harassment is a violation of basic human rights, inconsistent with the purpose and principles of an academic community. *Sexual harassment of students and employees is unacceptable conduct and will not be tolerated.*

Any university community member who engages in sexual harassment is subject to the disciplinary process appropriate to his/her classification as an employee or student.

The right to confidentiality of all parties involved in a sexual harassment complaint shall be strictly adhered to insofar as it does not interfere with the university's legal obligation to investigate allegations of misconduct and to take appropriate corrective action.

IUP prohibits retaliatory action against individuals filing either informal or formal complaints of sexual harassment. Nothing contained in this policy protects an individual who maliciously makes false accusations. While seeking to protect those whose dignity might be compromised, it must be emphasized that false accusations of sexual harassment will not be tolerated.

- Definition:** Sexual harassment is a form of sex discrimination that is reprehensible and unlawful. Title IX of the education amendments of 1972 prohibits sex discrimination in employment.

Sexual harassment is defined as

- making unwelcome sexual advances;
- requesting sexual favors;
- verbal or physical conduct of a sexual nature – when submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or education;
- verbal or physical conduct of a sexual nature – which has the purpose or effect of unreasonably interfering with an individual's academic, personal, or professional performance;
- verbal or physical conduct of a sexual nature – which has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive educational, social, or work environment;
- basing employment or academic decisions upon a person's submission to or rejection of verbal or physical conduct of a sexual nature.

Sexual harassment occurs in a variety of situations. Many of these situations have two circumstances in common:

- the inappropriate introduction of sexual activities into relationships of unequal power; and
- an element of coercion – so that compliance with requests for sexual favors becomes a criterion for granting employment or academic benefits.

Sexual harassment may also involve relationships among equals. In these cases repeated sexual advances or demeaning, verbal behavior have a harmful effect on one's ability to study, live, or work within the academic community.

Further examples of sexual harassment which are intended to clarify this definition include the following:

Comments, innuendos, jokes of a sexual nature; unwelcome sexual flirtations when unreasonable and known to be unwelcome

Unwelcome invitations to engage in sexual activity

Physical touching of a sexual nature or "fatherly" or "motherly" touching which is unwelcome

Pressure to engage in sexual activity as a condition of academic progress, employment or promotion

Sexual assault, including acquaintance or date rape

The creation of a sexual environment which is intimidating, hostile or offensive

Persistent unwanted attempts to change a professional relationship to a personal one

**6. Responsibilities:** It is the responsibility of students, faculty, and staff members to report complaints of sexual harassment.

**7. Procedure:**

**Step I - Informal Meeting**

A primary purpose of the complaint process is to attempt to resolve the complaint at the earliest possible time. An individual who believes he/she has been sexually harassed may attempt to stop the unwanted attention by informing the offending party that his/her actions or attentions are offensive and firmly asking that the actions or attentions cease.

If this request does not stop the harassment, or if the offended person prefers not to approach the offender, corrective action may be pursued through the following procedures.

**Step II - Investigation Procedures**

The offended individual (student or employee) should report sexual harassment to the designated individual within each university division.

Students who are uncertain as to which university division is correct for reporting incidents of sexual harassment should contact the Office of the Assistant Vice President for Student Affairs in 215A John Sutton Hall.

Hall. The Office of the Assistant Vice President for Student Affairs will direct students to the appropriate division.

If the alleged offender is a member of the:

Academic Affairs Division, report the complaint to Sharon Brown-McGowan at 204 Sutton;

Student Affairs Division, report the complaint to Linda Hall at 215A Sutton;

Finance Division, report the complaint to Andrea Mormon at G-27 Straight;

Administrative Division, report the complaint to Pam Froelicher at Robertshaw;

Institutional Advancement Division, report the complaint to Karen Gresh at Sutton.

The division designee will notify the director of Human Resources, who will advise on procedures and required action for investigation and response.

Complaints will be investigated as promptly as practicable. If misconduct has occurred, effort shall be made to ensure that timely disciplinary actions shall be taken in accordance with collective bargaining agreements and university policy. The complainant, upon request, will be provided with appropriate assistance and support.

**Step III - Formal Written Complaint**

If the complainant is not satisfied that the situation has been successfully resolved, he/she may contact the director of Human Resources to file a formal written complaint. The complaint will be investigated and a report of the findings will be sent to the president. Upon review of the findings, the president (or designee) shall take appropriate action consistent with university policy and collective bargaining agreements.

Disciplinary action may include the termination of employment or dismissal from the university.

Questions regarding the Sexual Harassment Policy or complaint procedures may be directed to the director of Human Resources, G-30 John Sutton Hall, IUP. This policy was approved by the University Senate on May 1, 1990, and announced as the interim policy on May 18, 1990.



## **Policies and Regulations Regarding Student Behavior**

### **Judicial System**

#### **A. Introduction**

IUP is an academic community within the society at large. As a community, it has formulated a code of standards and expectations which the university considers to be consistent with its purpose as an educational institution. IUP reaffirms the principle of student freedom, coupled with an acceptance of full responsibility for one's behavior and the consequences of such behavior. As a member of the academic community and of the larger society, a student retains the rights, protection, guarantees, and responsibilities which are held by all citizens.

The primary intent of this education system is to create behavioral change in the student while also protecting the rights of the members of the university community. The judicial system of IUP exists to review alleged violations of the university regulations and/or federal, state, and local ordinances. The system will hold the student accountable for his/her actions when IUP regulations or statutes have been violated.

#### **B. Definitions**

1. The term "university" shall refer to the community of faculty, staff, and students at IUP, as well as to premises and facilities.
2. The term "student" shall include any person currently enrolled, in the process of registration, or who will be registered for an academic term, course, program, or activity at the university.
3. The term "faculty member" shall mean any person employed by the university who holds academic rank or performs teaching or research duties.

4. The term "staff member" shall mean any person employed by the university or the Student Cooperative Association who is not considered faculty.
5. The term "university premises/facilities" shall mean all buildings or grounds owned, leased, operated, controlled, or supervised by the university or the Student Cooperative Association.
6. The term "organization" shall mean a group of persons who have complied with university requirements for registration or recognition.
7. The term "university (sponsored) activity" shall mean any activity on or off campus which is initiated, aided, authorized, or supervised by the university.
8. The terms "will" and "shall" are to be used in the imperative sense, not imparting a choice.
9. The term "may" is to be deemed permissive, imparting a choice.
10. The terms "Vice President for Student Affairs" and "Director of Housing and Residence Life" refer to the individuals holding those positions and/or their designees.

#### **C. Student Behavior Regulations**

Although the primary function of the judicial system is to adjudicate violations by students which occur on campus, the university reserves the right to adjudicate violations by university students in off-campus locations when those violations might affect the university community adversely. The university maintains the right to amend its rules and to make such amendments effective immediately upon appropriate public notification of students. The following actions and/or behaviors are expressly prohibited on university premises and facilities. It is the responsibility of each student to become familiar with these regulations.

1. Unauthorized Entry  
Unauthorized entry to or use of university facilities, property, or equipment.
2. Property
  - a. Possession of stolen university property or the property of any individual, group, or entity.
  - b. Theft of university property or property of any individual, group, or entity.
  - c. Destruction and/or damage to university facilities or to the property of any individual, group, or entity.
3. Event Registration: Facilities Use  
Violation of policies or regulations governing the registration of student organizations, events on campus, and use of university facilities.
4. Alcohol
  - a. Possession and/or consumption of alcoholic beverages on campus except as provided in the University Alcohol Policy.
  - b. Underage Drinking – possession, consumption, and/or sale or distribution of alcohol by or to persons under the age of twenty-one.
5. Automotive  
Violation of Student Cooperative Association or

- university policies and regulations governing the possession or use of automobiles, motorcycles, or other motor vehicles on campus or violations of parking regulations published by the University Police.
6. **Obstruction/Disruption**  
Obstruction or disruption of teaching, research, administration, disciplinary procedure, or other university activities including its public service functions, or of other authorized activities.
  7. **Abuse/Harassment**
    - a. **Abuse**—Physical and/or verbal assault, including rape or attempted rape, or conduct which threatens or endangers the health, safety, or well-being of any person or group. Rape is defined as sexual intercourse that is perpetrated against the will of the victim by a person or persons known or unknown to the victim.
    - b. **Harassment**—Physical and/or verbal intimidation, invasion of privacy, and/or conduct which threatens the well-being of any person or group. Examples include, but are not limited to harassment based on gender, racial/ethnic background, religious belief, sexual orientation, and physical disability.
  8. **Drugs**  
Possession, use, or distribution of controlled substances and/or paraphernalia containing evidence of such substance, except as expressly permitted by law.
  9. **Disorderly/Obscene Conduct**
    - a. **Disorderly conduct**—behavior that disrupts or interferes with the orderly functions of the university, disturbs the peace and/or comfort of persons, or interferes with the performance of duties by university personnel.
    - b. **Obscene conduct**—any conduct that is lewd or indecent.
  10. **Noncompliance**  
Failure to comply with the direction of an authorized university or Student Cooperative Association official and/or staff member acting in the performance of his/her duties or other persons responsible for a facility or registered function acting in accord with those responsibilities. (This person must identify himself/herself and state the reason for the directive.) Failure to appear as a witness at a judicial hearing when directed, failure to fulfill any sanction(s) levied as a result of a judicial proceeding, and failure to meet with an authorized university or Student Cooperative Association official or staff member when directed to do so also constitutes a violation of this behavior regulation.
  11. **Contractual Obligations**  
Failure to honor all contracts with and debts to the university (including terms and conditions of the Housing and Dining Service Contract and Student Cooperative Association).
  12. **Firearms/Weapons/Explosives**  
Possession and/or use of a weapon, which is any object used to inflict a wound or cause injury, and possession and/or use of firearms or explosives, such as fireworks or dangerous chemicals, except as authorized for use in class, in connection with university-sponsored research, or in another approved activity. (Provisions may be made to store firearms with University Police.)
13. **Safety**  
Tampering with safety devices, such as alarm system, fire extinguishers, exit signs, smoke/heat detectors, fire hoses, etc., or failure to conform to safety regulations such as falsely reporting an incident, failure to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms, inappropriate use of the fire alarm system, and the like.
  14. **Fire**  
Setting fire to or creating a fire on university-owned or -operated property or on properties under the ownership and/or supervision of the Student Cooperative Association.
  15. **Gambling**  
Gambling as defined by Pennsylvania law.
  16. **Dishonesty/Fraud**  
Dishonest or fraudulent behavior, such as forgery, alteration, or misuse of university documents, records, or identification, including I-cards, or knowingly furnishing false information to university officials or Student Cooperative Association officials.
  17. **Complicity**  
Presence during any violation of university policies for student life in such a way as to condone, support, or encourage that violation. (Note: Students who anticipate or observe a violation of university policy are expected to remove themselves from participation and are encouraged to report the violation.)
  18. **Other**  
Students are expected to comply with federal, state, and local ordinances and other university regulations as prescribed in this handbook, in the housing contract, in the university catalog, or in other official university publications.
- D. Jurisdiction**  
Judicial referrals of alleged violations will be adjudicated in the following manner
1. The university judicial system shall adjudicate:
    - a. All cases involving alleged violations of university rules and regulations (excluding charges filed against recognized organizations).
    - b. Appeals of department chairperson decisions involving academic dishonesty cases.
    - c. All cases involving alleged violations of local, state, and federal rules, regulations, laws, and ordinances, except when those violations occur within a residence hall.
    - d. Appeals of university hearing officer decisions which are accepted.
  2. The Residence Hall Judicial System shall adjudicate

- a. All cases involving alleged violations of the Housing and Food Service Contract.
- b. All cases in which alleged violations occur in a university residence hall or dining hall.
- c. All cases (in or outside of university residence halls or dining halls) that involve residence hall students, except for academic dishonesty.
- d. Appeals which are accepted of housing and residence life hearing officer decisions.

#### **E. Adjudicator Structure and Selection**

In all judicial proceedings, the student accused of violating student behavior regulations will have his/her case heard before one of the following adjudicators:

1. Hearing Officers designated by the vice president for Student Affairs for the University Judicial System or the director of Housing and Residence Life for the Residence Life Judicial System and appointed by the president.
2. A University Judicial Board or Residence Hall Judicial Board.
  - a. A University Judicial Board consists of The vice president for Student Affairs, three faculty/administration members, and three non-residence hall students.
  - b. A Residence Hall Judicial Board consists of The director of Housing and Residence Life, three faculty/administration members, and three residence hall students.

A pool of prospective members for both boards is selected from faculty, administration, and student volunteers. Board members' terms are staggered to ensure continuity.

#### **3. Special Interim Boards**

The university reserves the right to establish special interim boards appointed on behalf of the president by the vice president for Student Affairs or the director of Housing and Residence Life to expedite adjudication of student disciplinary cases when it is inconvenient for the University Judicial Board or Residence Hall Judicial Board to convene. These boards, composed of one or more persons, are convened to hear cases under the following conditions:

- a. Interim suspension
- b. Cases which must be heard at times inconvenient for a regular board to convene, i.e., final exam week, vacation periods, etc.

Hearing Officers, the University Judicial Board, the Residence Hall Judicial Board, and special interim boards have full delegated authority from the president for adjudicating student disciplinary cases. University legal counsel may be called upon, as deemed necessary by the vice president for Student Affairs, to provide assistance with selected cases.

#### **F. Procedures**

##### **1. Prehearing Procedure**

- a. Charges of a violation can originate from any member of the university community and shall be reported in writing to the appropriate university

office (Housing and Residence Life or Office of the Vice President for Student Affairs) within five class days of the incident unless justifiable circumstances, as determined by the vice president for Student Affairs or the director of Housing and Residence Life, make such notification impossible or impractical.

- b. After being charged with violating behavioral regulation(s), an accused student may participate in an informal resolution conference. An informal resolution conference involves a meeting between the accused student and an assigned adjudicator to discuss the charge(s). If the student and the adjudicator reach an informal resolution of the charges, or if the adjudicator proposes a sanction and the accused student accepts responsibility for the charges and waives his/her right to a hearing, an appropriate sanction will be issued and the matter will be closed.
- c. A judicial hearing will be scheduled under the following circumstances:
  - 1) If the accused student and the adjudicator fail to reach an informal resolution.
  - 2) If the adjudicator determines that the charges require further examination.
  - 3) If the outcome of the hearing may result in suspension or expulsion.
- d. The designated university official reviews the case and determines whether the case should be heard by a hearing officer or a judicial board.
- e. The accused student shall be informed in writing to the extent practical and reasonable of the alleged violation(s), the date(s), time(s), and location(s) of the violation(s), and a summary of the action(s) which led to the charge(s). Notification of charges against the student shall also include, but not be limited to, the following information:
  - 1) The date, time, and location of the hearing,
  - 2) whether the case will be heard by a hearing officer or the judicial board, and
  - 3) information regarding due process rights afforded the student prior to and during the hearing.
- f. A student will be given a minimum of three calendar days' notice prior to appearing before the assigned adjudicator. In cases in which the outcome of a hearing could result in suspension or expulsion, the student will be given a minimum of ten calendar days' notice between notification of charges and appearance before the assigned adjudicator.
- g. The student may select an advocate to advise him/her at judicial proceedings. The advocate may consult and interact privately with the accused student during judicial proceedings. The advocate is not permitted, however, to represent the accused student.
- h. A student may waive in writing his/her right to a hearing and accept a sanction. By doing so, a student is subject to one or more sanctions as determined by the adjudicator. The sanction will

reflect the severity of the charge(s) against the student, including all previous materials in the student's judicial file.

- i. Students who are considered an immediate or substantial threat to themselves, others, and/or property may be issued an interim suspension by the vice president for Student Affairs (see section H, Interim Suspension).

## 2. General Guidelines for Judicial Hearings

Students who do not participate in informal resolution of the charge(s) against them shall participate in a judicial hearing.

Guidelines used by university hearing officers or Judicial Boards include

- a. The accused student shall have his/her case heard by an impartial adjudicator.
- b. The student shall have a fair and reasonable opportunity to answer, explain, and defend against information and witnesses presented at the hearing and to submit written, physical, and testimonial evidence, and to call relevant witnesses to appear on his/her behalf.
- c. If a student chooses not to appear before the assigned adjudicator, his/her case will be adjudicated based upon the evidence presented at the scheduled hearing.
- d. All hearings are closed unless the student requests **in writing** an open hearing. However, the hearing officer and/or Judicial Board chair have the authority to make the final decision regarding access of spectators to the hearing.
- e. A hearing officer or a Judicial Board shall have the power during judicial proceedings to hold an individual in contempt. Contempt is defined as
  - I) Disorderly or disrespectful conduct by participants or spectators in a hearing.
  - 2) Intentional misrepresentation of facts. Students found to be in contempt may be removed from the hearing and/or charged with violating applicable behavior regulations.
- f. The student shall receive a written rationale for the decision of the adjudicator.
- g. The university will, for a reasonable period of time, maintain a written summary record and/or audiotape of the hearing. Accused students may request copies of this record but may be required to pay the cost of duplication.

## 3. Procedures for cases adjudicated by Hearing Officers.

- a. A student may challenge the assignment of a specific hearing officer to his/her case. This challenge must be presented in writing to the vice president for Student Affairs or the director of Housing and Residence Life at least one working day prior to the scheduled date and time of the hearing. Upon reviewing the details of the challenge, the vice president for Student Affairs or the director of Housing and Residence Life will either uphold the challenge and appoint an alter-

nate hearing officer and arrange a new hearing time, or deny the challenge. Failure to act shall be deemed denial.

- b. Hearing officers will withdraw from adjudicating any case in which the officer feels he/she cannot reach a fair and objective decision.
- c. The hearing officer will review all material, hear all evidence pertinent to the case from the accused and all witnesses, clarify issues raised, render a decision based on the evidence presented at the hearing, and take all actions and make all rulings necessary and proper for the hearing.
- d. Following the hearing, the hearing officer will schedule a time to meet with the accused to issue a decision and if the student is found in violation of university rules, issue a sanction. This information is also presented to the student in writing.
- e. A hearing officer's decision will be based on all evidence presented at the hearing. If the student is found in violation of university rules, all materials within the student's judicial file will be used in determining an appropriate sanction(s).
4. Procedures for cases adjudicated by Judicial Boards
- a. Any student appearing before a Judicial Board may challenge any member of the board sitting in judgment of his/her particular case. Upon hearing the details of the challenge the Judicial Board will, by majority vote (challenged member not voting), either uphold the challenge and appoint an alternate member or deny the challenge.
- b. Judicial Board members will withdraw from participating in any case in which the member feels that he/she could not reach a fair and objective decision.
- c. The Judicial Board will review all material and hear all evidence pertinent to the case from the accused and all witnesses. Members of the Judicial Board shall be free to ask relevant questions in order to clarify information or resulting issues.
- d. After hearing all evidence, the board will retire to executive session to make its decision and if appropriate, to determine an appropriate sanction(s). If the student is found in violation of university rules, all materials within the student's judicial file shall be used in determining appropriate sanctions.
- e. The decision-making process is as follows:
  - 1) A majority vote of the Judicial Board members present shall be required for any decision. The chair shall vote only in the case of a tie.
  - 2) A quorum shall consist of four members in addition to the chair.
- f. Upon the conclusion of the hearing, the Judicial Board chair will schedule a time to meet with the accused to issue the board's decision and if the student is found in violation of university rules, to issue the sanction(s).
- g. In cases where the Judicial Board recommends expulsion as the appropriate sanction, the Judi-

cial Board chair will recommend the sanction to the vice president for Student Affairs, where a final determination will be made.

## G. Sanctions

1. Sanctions which may be imposed by the Judicial Board or hearing officers include
  - a. Letter of Warning: A warning letter may be sent to the student indicating that he/she has been found guilty of violating an IUP regulation and that failure to comply with IUP regulations in the future may result in referral to the Judicial System to be handled as a second offense. The letter of warning will remain in effect for a specified period of time.
  - b. Contract for Behavior Change: A written agreement between the student and the university which is in effect for a specified period of time. Failure on a student's part to honor a contractual commitment to alter an inappropriate behavior pattern will be cause for referral to the Judicial System as a second offense.
  - c. Constructive or Educational Task: A task which benefits the individual, campus, or community. This task can be given alone or in conjunction with another sanction.
  - d. Disciplinary Probation: Disciplinary probation, which is for a specific period of time, is an indication that a student's status at the university is seriously jeopardized. During the probationary period, if the student is found guilty of another offense, a more serious sanction will be levied, including possible suspension from the university.
  - e. Disciplinary Removal from the Residence Hall: This sanction removes a student from university-operated residence halls on either a temporary or permanent basis. This is a more severe sanction usually taken in response to serious or repeated violations of university regulations or university residence hall policies or regulations.
  - f. Loss of Eligibility for University Housing: The student, whether currently in university housing or not, is denied future eligibility for university housing on either a temporary or permanent basis.
  - g. Restitution: A student may be required to pay for damages to property, including but not limited to, personal and university property, or for personal injury. Payment will be made under guidelines determined by the Office of the Vice President for Student Affairs or the Office of Housing and Residence Life.
  - h. Letter to Parents or Legal Guardian: The student's parents or legal guardians shall receive a copy of the hearing officer's or Judicial Board's decision. This shall not apply if the student is twenty-one years of age or older or if the student presents documentation to demonstrate independence (as defined in section 152 of the Internal Revenue Code).
2. Suspension  
A student may be suspended from the university for

a specific period of time, not to be less than the remainder of the current semester. Suspension requires that a student remove himself/herself from university premises. Therefore, he/she is not permitted to attend classes or social activities, or be present on university property during the period of suspension.

This sanction can be

- a. Recommended to the Office of the Vice President for Student Affairs or the Office of Housing and Residence Life by a hearing officer.
- b. Imposed by the Judicial Board, a special interim board, or the vice president for Student Affairs.
3. Expulsion: In a very serious case, or when a student who has at some point been suspended appears before a board a Judicial Board may recommend to the vice president for Student Affairs that the student be expelled from the institution. Expulsion from the university is permanent.

Any reasonable sanction or combination of sanctions for a given offense may be imposed by the Judicial Board, hearing officer, or Special Interim Board. Sanctions not listed above may also be imposed if reasonable, on approval of the Vice President for Student Affairs.

## H. Interim Suspension

In a case where it is determined that a student's continued presence constitutes an immediate threat of harm to the student, other students, university personnel or university property, the vice president for Student Affairs may suspend a student from the university pending the final disposition of the case.

1. Within ten days of the issuance of the interim suspension, unless extenuating circumstances warrant an extension, a hearing will be convened to review the circumstances of the suspension.
2. The hearing body will then continue the suspension or take other action based upon its determination at the hearing.
3. If the interim suspension is not upheld, the student will immediately be reinstated and will be guaranteed the opportunity to make up academic work missed during the semester in which the suspension was imposed. It is the responsibility of the student to make arrangements with faculty members for make-up work. The burden of proof in interim suspension cases lies with the university and not the student.
4. The president of the university or his/her designee has the authority to deny access to university premises and/or facilities to any individual(s) not associated with the university who poses a danger to any member of the university community or to the property/facilities owned or operated by the university, or who interferes with the orderly functioning of the university.

## I. Appeals

### 1. Grounds for Appeal:

Upon receiving adjudication of a case, a student or the referring party may appeal in writing for any of the following reasons:

- a. Denial of a fair and reasonable hearing
  - b. New evidence (applies when there is an acceptable reason to explain why the evidence could not be presented at the original hearing)
  - c. Excessively harsh or cruel sanctions
2. Procedure for appeal:
- a. The student or referring party must present a written request with the specific reason(s) for appeal to the vice president for Student Affairs or the director of Housing and Residence Life within ten calendar days of notification of the decision. The ten-day requirement may be waived by the vice president for Student Affairs where extenuating circumstances prevail and only if the criteria included in "Appeals I.1." are met.
  - b. The vice president for Student Affairs or the director of Housing and Residence Life may deny the appeal or direct the appeal to be heard by a Judicial Board, by a special interim board, or by another hearing officer. In cases where the vice president for Student Affairs or the Director of Housing and Residence Life are presented with appeals for cases which have resulted in suspension, legal counsel will be consulted.
  - c. Upon hearing an appeal the Judicial Board, hearing officer, director of Housing and Residence Life, or vice president for Student Affairs may reverse the original decision, sustain the decision, reduce the severity of the sanction, or require that the case be reheard, provided that it is found that one of the conditions described in I.1. above has occurred.
  - d. Appeals to decisions of the sanction of expulsion must be submitted to the Office of the President, and the president will consult with legal counsel in these cases.

#### J. Records and Recordkeeping

The Office of the Vice President for Student Affairs will maintain student disciplinary files, which contain all necessary and appropriate judicial correspondence, hearing officer and Judicial Board decisions, and other documentation pertinent to any cases involving the student. Scandalous, impertinent, and irrelevant material, or material deemed unnecessary, may be discarded at any time. Judicial files will be maintained as follows:

1. For cases in which the sanctions levied are suspension or expulsion, the files will be maintained for a minimum of two years from the date of final adjudication.
2. For all other cases, judicial files will be maintained at least until the student's graduation or termination from the university, or five years.
3. The university reserves the right to retain all disciplinary files for longer periods as may be deemed necessary.

**Note:** In cases where more than one sanction is applied, records will be kept according to the length established for the most severe sanction.

The university will not release a student's disciplinary records without the written consent of the student. The only exceptions to this guideline are those outlined in

the Family Educational Rights and Privacy Act of 1974. (See IUP Student Records Policy.)

#### K. Branch Campuses

Subject to the approval of the vice president for Student Affairs, each branch campus shall establish a judicial system which is consistent with the principles and structure of the system as outlined in this document.

### ***Academic Violation Policy***

IUP is an academic community within the society at large. The following policies and procedures are established to preserve the academic integrity of the university community and to provide a process which assures the necessary rights and protections for the student who allegedly violates these policies.

Violations:

- A. Cheating by those who give as well as receive aid in course or lab work.
- B. Intentional evading of academic policies or procedures.
- C. Plagiarizing.
- D. Possessing or obtaining an examination without the instructor's authority or prior knowledge.

Procedures:

If an instructor believes that a student has violated an academic policy, he/she may recommend a sanction ranging from failure in the course up to and including suspension or expulsion from the university. Recommended sanctions may include but are not limited to the following: reduction of grade in the course, failure in the course, disciplinary probation, constructive or educational task, suspension, expulsion. A combination of sanctions may be recommended. The instructor must file a written report of the violation with the Office of the Vice President for Student Affairs within five class or work days of the violation.

In instances involving a violation of academic policy, or where final action on civil or criminal charges is pending, the vice president for Student Affairs or the president may summarily suspend a student consistent with the procedures outlined in this publication.

The vice president for Student Affairs or designee will formally notify the student of the allegation and the recommended sanction.

If the student disagrees with the sanction recommended, the following procedures will be followed:

- A. Within six class or work days of receipt of notification from the assistant to the vice president, the student must request a conference with the chairperson of the department. The student and instructor involved will meet with the chairperson and conduct a hearing on the allegation. The chairperson may uphold the sanction imposed by the instructor or reduce it. Within five class or work days of the hearing, the chairperson must forward a written report of his/her decision concerning the case of the student, the instructor involved, and the Office of the Vice President for Student Affairs. Failure to forward a written report within the time

period indicates the chairperson's affirmation of the sanction recommended by the instructor.

- B. Within six class or work days of the receipt of the chairperson's report, the student may appeal to the Office of the Vice President for Student Affairs in writing.
- C. If the chairperson decreases the sanction originally recommended by the instructor, the instructor may appeal to the chairperson's ruling to the vice president for Student Affairs within six class or work days of the receipt of the chairperson's report.
- D. If an appeal is filed, the vice president for student affairs or his/her designee shall convene the University Judicial Board to hear the appeal. The UJB may accept the instructor's sanction, accept the chairperson's ruling, reduce or nullify the sanction so far recommended, or send the case back to the chairperson for reconsideration along with Judicial Board recommendations.

The UJB may not increase the sanction originally recommended by the instructor. Within five class or work days of the hearing, the UJB must send a written report of its decision to the student and instructor involved. The decision is deemed final and will be implemented by the vice president for Student Affairs.

If the student does not appeal the instructor's recommended sanction within six class or work days, it shall be automatically invoked. Failure to appeal the decision constitutes a waiver of the right to a hearing. Appeal to the deadlines established above may be made by either party to the vice president for student affairs. If a faculty member chooses not to file a formal academic violation report, it is recommended that he/she complete a statement that summarizes the conference which led to the resolution and agreement of sanction with signatures by both parties and copies for both the student and faculty records. No academic violation report is then made, but if a student appeals at a later time, the faculty member may then file a formal academic violation report.

## ***Alcohol Policy***

### **A. Rationale**

IUP seeks to encourage and sustain an academic environment that both respects individual choice and promotes the health, safety, and welfare of all members of the university community. Accordingly, the university offers these statements for guidance and the policies which follow as regulation of alcoholic beverages, consistent with the statutes and laws of the Commonwealth of Pennsylvania.

In support of its mission, the university sponsors educational programs on the physical, psychological, social, and behavioral effects of alcohol consumption. It provides alternatives to alcoholic beverages for promoting social interaction, and it provides services and resources for community members who experience difficulty in dealing with personal or family alcohol-related issues. IUP's alcohol policy and programs are intended to encourage community members to make responsible decisions about the use of alcoholic beverages and to promote a safe, lawful, and healthy environment for social intervention.

While acknowledging that alcohol may play a role in some social settings, the university expects all members of the community to recognize the potential for abuse of alcohol whenever it is consumed. Such abuse is absolutely inimical to the mission of the university. Alcohol consumption will not be considered an excuse for misconduct but rather as an aggravating factor to the misconduct in question.

The university expects that members of the campus community who choose to consume or serve alcoholic beverages will do so responsibly and as a result of making an informed decision. This decision should be based upon consideration of the consequences to self, to others, and to the community at large and with full awareness and understanding of individual and group accountability, behavioral consequences, relevant policies, regulations, and laws.

Since IUP students live among the permanent residents of the Indiana community, the university also expects alcohol-related behavior to be in accordance with local community standards. Such standards are not tolerant of gatherings which are either boisterous or in violation of Pennsylvania alcohol laws, as may occur in concentrated residential environments characterized by student housing.

The preceding statements exist for the guidance of all university community members. The regulations which follow are intended to govern the use of alcoholic beverages on property owned, operated, or supervised by the university or Student Cooperative Association.

### **B. Policy**

- 1. Alcoholic beverages are not permitted on university or Student Cooperative Association grounds or in buildings including residence halls, except as provided below:
  - a. Alcoholic beverages may be possessed and served at university functions provided that written permission is granted by the appropriate vice president or his or her designee prior to the event. When alcoholic beverages are served, the event host is responsible for supervision of the event and for ensuring that state law is followed.
  - b. Campus and University Towers: Residents who are of legal age may consume alcohol in the privacy of their apartments. Parties which involve kegs or similarly large amounts of alcohol are prohibited. Behavior resulting from the use of alcohol or a party situation which is disruptive to an individual or the community may result in judicial action. Alcohol is not permitted in public areas.
  - c. University-owned Greek units (898, 880, 890 Maple Street): Students who are of legal age may consume alcohol in the privacy of their rooms. One small public area within each unit may be approved upon request by the university as an area where alcohol may be consumed by those of legal age. However, parties which involve kegs or similarly large amounts of alcohol are prohibited. Behavior resulting from the use of alcohol or a party situation which is disruptive to an individual or the community may result in judicial action. In addition, Greek resident groups

may request to host an event which includes alcohol (i.e., Homecoming or Founder's Day activities) for special occasions, but the group must receive university permission in advance of any event. Alcohol is strictly forbidden in the area outside Greek units, on porches, or on surrounding land.

- d. University or Student Cooperative Association professional staff members whose permanent place of residence is on campus may possess and consume alcoholic beverages in their residences.
- e. Nonuniversity guests who rent or schedule university facilities following the university scheduling policy may serve alcoholic beverages provided that approval is granted by the vice president for Student Affairs and that all applicable laws, ordinances, and university policies are followed.
- f. Alcoholic beverages are prohibited on all Student Cooperative Association properties except the University Lodge. To serve alcohol at the University Lodge, all participants must be of legal age, and the sponsor must show proof of Host Liquor Liability Insurance of at least \$500,000 with IUP, the Student Cooperative Association, and the College Student Union Association named as additional insureds. Alcohol permission forms are available from the director of the Hadley Union Building and Campus Recreation.
- g. Alcoholic beverages may be possessed and served within a designated area for "tailgating" at home football games provided that individual hosts ensure compliance with all applicable laws, ordinances, and specific guidelines for the tailgating area. The university reserves the right to mandate further regulations in this regard.
2. Alcoholic beverages are not permitted within gymnasiums or fields at athletic events.
3. State funds may not be used to purchase alcoholic beverages.
4. On-campus publicity for any campus or off-campus event sponsored by recognized organizations or members of the IUP community may not include the advertising of the availability of alcohol at those events and may not use the availability of alcohol as an incentive to attend those events. Unless an event is specifically advertised as nonalcoholic, the use of illustrations or terminology which implies the use of alcohol in this community is prohibited.

#### C. Pennsylvania Liquor Code

The Pennsylvania Liquor Code controls the possession, sale, and distribution of alcoholic beverages within the Commonwealth of Pennsylvania. The following represents a summary of relevant articles from the code:

1. It is a summary offense for a person under the age of twenty-one to purchase or attempt to purchase, consume, possess, or transport any alcohol, liquor, or malt or brewed beverages.
2. It is unlawful to sell or give alcohol or malt or brewed beverages to any minor (under twenty-one). When the minor is less than eighteen years of age,

it is a misdemeanor of the first degree punishable by a maximum penalty of five years in jail and a \$10,000 fine.

3. It is unlawful to transfer or to procure unlawfully a Liquor Control Board card. This offense is punishable by up to sixty days in jail or a \$300 fine.
4. It is a misdemeanor of the third degree to misrepresent one's age knowingly and falsely to obtain alcoholic beverages or to represent that another is of legal age for such a purpose.
5. It is a misdemeanor of the third degree if a person requests or induces a minor to purchase alcoholic beverages.
6. Sales of alcoholic beverages without a Liquor Control Board license or the purchase of such beverages from an unlicensed source of liquor or malt or brewed beverages are prohibited.
7. It is unlawful to possess or to transport liquor or alcohol within the Commonwealth of Pennsylvania unless it is purchased from a state liquor store or in accordance with Liquor Control Board regulations.
8. It is a summary offense punishable by a fine of up to \$300 for the driver of a motor vehicle to consume alcoholic beverages while the vehicle is in operation.
9. A pedestrian under the influence of alcohol who creates a hazard by walking on the road can be convicted and fined up to \$300 as a summary offense.
10. Borough of Indiana – Ordinance #1376: It is unlawful to possess an open container of an alcoholic beverage while in or upon public streets, alleys, parks, or other public grounds.

#### D. Alcohol Liability in Pennsylvania

In December, 1986, The United States Court of Appeals for the Third Circuit, in a case titled Fasset vs. Delta Kappa Epsilon (New York), the Villanova chapter of Delta Kappa Epsilon, et. al., reviewed the law of Pennsylvania concerning the liability of a social host who serves alcohol. The court held that particular defendants could be held liable if they had an intention to promote or facilitate the consumption of alcohol by a minor or attempted to aid in the consumption of alcohol by minors. Consequently, the court held that the president of the fraternity that sponsored the party (because he helped organize the party), the treasurer of the fraternity who signed a check for the purchase of the alcohol, and three other individuals who allowed their apartment to be used for the party where minors were served intoxicating beverages could all be held liable for injuries to the intoxicated minor and any third parties injured by the minor.

*Thus, individuals in Pennsylvania who furnish alcoholic beverages to minors not only commit a violation of law, but they also render themselves potentially liable for any injuries the minor might sustain and for any injuries that third parties might sustain due to an act of an intoxicated minor. Individuals potentially liable for such damages include not only those who physically furnish the alcohol to the minor but any persons who aid and assist in the furnishing of the*

*alcohol through its purchase or through organizing, hosting, or supporting the event at which the alcohol is made available.*

## **Resources**

Members of the university community who experience alcohol-related problems or who are concerned about another who may be having such difficulties are encouraged to seek assistance from any of the following agencies:

### **On campus:**

BACCHUS

226 Stouffer Hall ext. 7625

Chemical Health Program

Pechan Health Center Room 209, ext. 4799

Counseling and Student Development Center

119 Clark Hall, ext. 2621

### **Off campus:**

Open Door

20 South Sixth St., Indiana, PA 15701 465-2605

Armstrong/Indiana County Drug and Alcohol Commission A02, Box 67, Rte. 422 West, Shelocta, PA 15774  
354-2746

A.A. (Alcoholics Anonymous) Al-Anon and/or Alateen  
20 South Sixth St., Indiana, PA 15701 349-4061

Note: this is an interim policy to be acted upon by the University Senate in Fall, 1991.

## **Involuntary Withdrawal Policy**

The university community occasionally faces the problem of students who pose a threat to themselves or others, who are unable to cope with their own needs, or who create a pattern of extreme disruption. If such behavior constitutes a violation of university rules and regulations the case will be referred to the University Judicial System for action.

If the student's behavior occurs in the absence of any violation of rule or regulation, the vice president for Student Affairs will investigate the situation and the effect of behavior on the student and the university community. The vice president may require a personal interview with the student. If, as a result of this investigation, the vice president determines that the student's withdrawal from campus may be necessary, he/she will recommend withdrawal to the student. If the student will not withdraw voluntarily, the vice president will consult with the Committee on Involuntary Withdrawal to advise him/her in the disposition of the case. The committee will consist of the student's dean or department chairperson and a representative from both the Health Center and the Center for Student Development. Neither representative should have had direct professional contact with the student. The committee will recommend to the vice president a course of action which may include involuntary withdrawal of the student from campus with conditions for readmission.

Students who leave campus under the above conditions, either voluntarily or involuntarily, will be readmitted to the university only after being cleared by the vice president for Student Affairs with concurrence of the dean of the college in which the student is enrolled. Permission for readmission will typically be based on the student's demonstrating a period of stable behavior outside the university and may require a statement from a physician,

psychologist, or other qualified professional that the student is ready to return and cope with the stresses of university life. Conditions for follow-up services may be required as part of the readmission decision.

It is understood that involuntary withdrawal for a student from the campus will be undertaken only as a last resort. Every effort will be made to help the student understand the consequences of his/her behavior, make responsible decisions, and to develop skills that will allow him or her to function in the IUP community.

## **Solicitation Policy**

### **A. Definitions**

As used in these regulations, the term:

1. "Solicitation" refers to the act of approaching another with the intent to petition or request support (e.g., monetary support or personal commitment). Examples of solicitation include distributing literature, holding meetings, conducting surveys, and placing advertisements on bulletin boards.
2. "Commercial solicitation" refers to the solicitation of a sale of any lawful consumer product or service. Commercial solicitation includes the demonstration or explanation of such products or services. The term does not include the solicitation of sales of newspapers, magazines, journals, and similar printed media. Contract sales of newspapers and journals are considered to be commercial solicitation.
3. "Noncommercial solicitation" refers to sales of newspapers, magazines, and books and acts of solicitation that do not involve an attempt to sell consumer products or services. Examples of non-commercial solicitation include political campaigning or lobbying; meetings of religious groups; or cultural associations.
4. "Fund-raising for noncommercial purposes" refers to fund-raising by a nonprofit educational, charitable, political, or religious association, organization, or corporation for the purpose of generating funds to support the entity's educational/charitable/political/religious activities or the educational/cultural/social missions of the university. The term includes the making of donations and can encompass sales as well as commercial and noncommercial solicitation.
5. "Group solicitation" refers to solicitation involving a gathering of more than two persons at the same time.
6. "Sale" refers to an actual transaction (e.g., the exchange of money, the signing of a written contract, or the making of a binding contractual commitment to purchase a product or service).
7. "Recognized campus organization" means any group, association, organization, or corporation officially recognized by or officially affiliated with the university or any organization whose primary mission as determined by the student affairs office of the university is to further the educational/social/cultural missions of the university.
8. "Outside individual, group, entity, association, organization, or corporation" refers to individuals

who are neither university students nor university employees and groups, entities, associations, organizations, and corporations that are not officially recognized by or affiliated with the university. The term includes university employees and students when they are conducting solicitation on behalf of themselves individually or when they are acting on behalf of groups, entities, organizations, associations, or corporations not officially affiliated with or recognized by the university.

## B. Solicitation and Facility Use in University Residence Halls

### 1. General Requirements and Prohibitions

- a. Solicitation and facility use in the main floor lounge area and upper floor lounge areas. Priority in granting permission for the use of the foregoing facilities shall be on a first-come, first-served, space-available basis, subject to the following priorities:
  - 1) Residence hall residents who wish to use the facilities for purposes directly related to their academic program of study and residence hall residents who wish to use the facilities for social, recreational, educational, and cultural purposes shall have first priority.
  - 2) University students who do not reside in the residence halls and recognized campus organizations and organizations affiliated with the university shall have second priority.
  - 3) Outside individuals, entities, associations, corporations, groups, or organizations who have received approval from the Office of Vice President for Student Affairs shall be given third priority.
- b. Registration
  - 1) Outside individuals, entities, groups, associations, organizations, and corporations are required to request approval to solicit in the residence halls from the Office of Vice President for Student Affairs a minimum of seven days in advance. If approval is granted from the Office of Vice President for Student Affairs, the individual, group, entity, association, or corporation must then reserve a lounge by contacting the residence director of the facility a minimum of three days in advance.
  - 2) Recognized campus organizations shall be required to request approval to solicit in the residence halls with the residence director of the facility a minimum of three days in advance.
- c. Door-to-Door Solicitation

No door-to-door solicitation is permitted in the residence halls by an individual or group. Activities that advance the mission of the university as determined by the Office of Housing and Residence Life may be authorized.

### d. Solicitation in Residence Hall Rooms

The occupant of a residence hall room will be permitted to invite individuals, groups, organiza-

tions, associations, and corporations to conduct group or individual commercial and noncommercial solicitation in his/her residence hall room, provided that such activity does not create undue noise or disturb either the occupant's roommate or occupants of nearby rooms. These gatherings may not extend out into the hallways.

### e. Access to Residence Hall Residents' Mailboxes

The university will allow only stamped U.S. Postal Service mail, official campus mail, individually addressed mail, and mail from the Residence Hall Association (RHA) and the Office of Housing and Residence Life to be placed in residence hall residents' mailboxes.

### f. Bulletin Boards

The university will reserve portions of bulletin boards for itself and for individuals, groups, associations, organizations, and corporations that have priority under section b1 "General Requirements and Prohibitions". (Please refer to Sign and Poster policy within this handbook for specific details.)

### g. Leafletting shall be permitted in the main floor lounge area of the residence hall.

## 2. Sales of Consumer Products and Services

- a. The university will require outside individuals, entities, groups, associations, organizations, and corporations engaged in the sale of consumer products to donate twenty percent of the profits resulting from sales on campus to the General University Fund.
- b. The university will limit all group sales of consumer goods and services to the main floor lounges and upper floor lounges.
3. Special Rules Governing Donations to Political/Cultural/Educational/Religious Organizations and Sales of Newspapers, Books, and Other Printed Media
  - a. Individual distribution of newspapers/books/other printed media, as well as the individual solicitation and making of donations to political/cultural/educational/religious organizations, shall be permitted in the residence halls to the extent that the invitation and registration requirements set forth in section B1 "General Requirements and Prohibitions" are met.

## C. Solicitation and Facility Use in the Hadley Union Building

### 1. Advance Registration and Permission

Recognized campus organizations as well as outside individuals, group associations, organizations, and corporations shall be required to request permission to solicit from the director of the Hadley Union Building or his/her designee a minimum of three days in advance.

### 2. If Approval is Granted

Priority in granting permission for booths and rooms shall be granted on a first-come, first-served,

space-available basis, subject to the right of the Student Cooperative Association to grant the following priorities:

- a. Recognized campus organizations, organizations affiliated with the university, university students, and university employees who wish to meet in a room or set up a booth in order to engage in noncommercial solicitation shall have first priority.
  - b. University students who wish to meet for purposes directly related to their academic study and recognized campus organizations and organizations affiliated with the university who wish to engage in fund-raising for noncommercial purposes shall have second priority.
  - c. Outside individuals, associations, corporations, groups, or organizations who wish to engage in noncommercial solicitation or fund-raising for noncommercial purposes shall have third priority.
  - d. Individuals, associations, corporations, groups, or organizations who wish to engage in commercial solicitation for profit shall be given last priority.
3. The Student Cooperative Association is required to limit commercial solicitation by individuals, associations, groups, or organizations to designated booths and rooms that have been reserved in accordance with item C2 of this policy.
4. Individuals, entities, associations, corporations, groups, and organizations, regardless of whether or not they are affiliated with the university, will be permitted to engage in group or individual noncommercial solicitation in any area of the Hadley Union Building open to the public.

#### 5. Fees for Use of Booths and Rooms

The Student Cooperative Association is required to impose a users' fee on all outside individuals, associations, corporations, groups, or organizations who wish to use booths and rooms for the purpose of engaging in commercial solicitation.

#### 6. Bulletin Boards

The Student Cooperative Association will reserve portions of bulletin boards for its own use and use by individuals, groups, associations, organizations, and corporations that have priority as previously stated in item C2. The HUB staff reserves the right to regulate the size and form of notices. Advance approval must be obtained from the Hadley Union Building director or his/her designee prior to posting notices for any nonuniversity activities or enterprises. Approval to place signs/notices in any location other than on bulletin boards must be obtained from the HUB service desk.

#### 7. Special Rules Governing Donations to Political/Cultural/Educational/Religious Organizations and Sales of Newspapers/Books and Other Printed Media

- a. Individual distribution of newspapers/books/other printed media, as well as the individual solicitation and making of donations to

political/cultural/educational/religious organizations shall be permitted in all public areas of the Hadley Union Building.

- b. Leafletting shall be permitted in the public areas of the Hadley Union Building.

#### D. Other University Buildings/Facilities

In all other university buildings/facilities (i.e., library, dining halls, academic buildings), solicitation is prohibited unless expressly authorized by an authorized official of the university. If solicitation activities are permitted in these facilities, the following procedures must be followed:

1. Recognized campus organizations shall be required to request permission to engage in commercial or noncommercial solicitation activities with the building supervisor a minimum of three days in advance.
2. Outside individuals, entities, groups, associations, organizations, and corporations shall be required to request from the Office of Vice President for Student Affairs permission to solicit a minimum of seven days in advance. If approval is granted, the individual, group, association, or corporation must then contact the individual building supervisor to arrange the specific details (i.e., time, place, location).
3. The university will require outside individuals, groups, associations, organizations, and corporations engaged in the sale of consumer products to donate twenty percent of the profits resulting from the sales on campus to the General University Fund.

#### E. Public Outdoor Areas

1. All activities involving commercial solicitation and/or fund-raising for noncommercial purposes in public outdoor areas must be requested and approved a minimum of seven days in advance by the Office of Vice President for Student Affairs.
2. Individual sales and distribution of newspapers/books/other printed media shall be permitted on all walkways and outdoor areas open to the public.
3. Leafletting shall be permitted in outdoor campus areas.

#### F. General Requirement

Solicitation activities as outlined in these regulations will be permitted in the designated locations (i.e., residence halls, Hadley Union Building, public outdoor areas), provided the particular activity has complied with the specific procedures outlined in these regulations and provided the activity does not create undue noise or disruption or interfere with the activities that normally occur in the area in question or any activities which are being carried out by the university at the particular moment.

### **Sign and Poster Policy**

The following rules and regulations govern the display of signs, posters, notices, and banners affixed on university-owned or -operated property and on property under the ownership and/or supervision of the Student Cooperative Association. It is the responsibility of the individual, group, or organization to become familiar with these guidelines and regulations. The following guidelines have

been developed in order to encourage the advertising of activities and events while preserving the attractiveness and general condition of campus and Student Cooperative Association properties.

#### A. General Guidelines

1. Posters and signs shall be placed on bulletin boards or notice boards, but shall not be placed on top of existing current notices.
2. All posters must indicate an event date or expiration date so that appropriate staff may remove signs in a timely manner.
3. Masking tape must be used to affix signs and posters. The use of thumb tacks or staples is permitted only on cork-type bulletin boards.
4. Signs or posters shall not be placed on any glass area of the university, including windows, doors, or partitions. Signs or posters are not to be placed on any glass which covers bulletin and/or notice boards.
5. Signs or posters shall not be affixed to trees or other plant life on campus. Signs or posters shall not be affixed to park benches or trash receptacles on campus.
6. Banners may be posted in the Oak Grove by presenting the banner to the IUP Maintenance Department located in the Robertshaw Building. Banners are to be hung by maintenance staff personnel only.
7. Posters or signs found to be in violation of this policy will be removed by building and grounds staff and processed as appropriate through the Office of the Vice President for Student Affairs.

#### B. Relevant Policy Considerations

1. The posting of signs or posters encouraging, promoting, or advertising alcoholic beverage consumption is prohibited (see IUP Alcohol Policy).
2. IUP is an equal opportunity/affirmative action institution. The posting of material that is insensitive to affirmative action issues (racism, sexism, etc.) is prohibited, and alleged violations should be referred to the Office of the Vice President for Student Affairs.

#### C. Residence Hall Guidelines

1. The general guidelines listed above must be adhered to.
2. The posting of signs or posters within the residence halls is the responsibility of the specific residence hall director. A list of the residence hall directors can be secured from the Office of Housing and Residence Life (G-14 Sutton Hall). It is the responsibility of the individual(s) to secure approval from the residence hall director prior to affixing signs within a residence hall building.
3. Unapproved signs or posters will be removed by the appropriate staff member. Staff members are instructed to remove any poster or sign which does not adhere to the requirements listed above in "General Guidelines."

#### D. Hadley Union Building (HUB)

1. The Student Cooperative Association will reserve

portions of bulletin boards for its own use and use by individuals, groups, associations, organizations, and corporations.

2. The HUB staff reserves the right to regulate the size and form of signs and/or posters.
3. Advance approval must be obtained from the HUB director or designee prior to the posting of signs or notices for any nonuniversity activity or enterprise.
4. Approval to place signs or posters in any location other than on bulletin boards must be secured from the HUB Front Desk.

### Scheduling University Facilities

The scheduling of all university facilities except Fisher Auditorium will be made through the Scheduling Center, G8D Sutton Hall (Ext. 2652 or 2653). The Scheduling Center will obtain clearance from the following to schedule the facilities listed below: **Ackerman 110** (dean, College of Human Ecology and Health Sciences), **Cogswell Auditorium** (chairperson, Department of Music), **Pierce Hall** (chairperson, Department of Military Science), **Pratt Lounge** (assistant vice president for Student Affairs), **Sutton Hall Board Room and Private Dining Room** in Foster Hall (Office of the President), **Memorial Field House and Zink Hall** (athletic facilities coordinator), **Field House Pool and Zink Hall Pool** (director of aquatics). See section on Scheduling of Fisher Auditorium.

Note: If you intend to use a facility for an event requiring a special set-up (chairs, lectern, tables, etc.) you must arrange for the set-up with the maintenance office in Robertshaw (ext. 2710). Determine the time Maintenance will need before and after your event for set-up and clean-up and be sure your facility is reserved for this period as well as for the event. If your event will include food service, you are responsible for making these arrangements with IUP Dining Service in Foster Hall (ext. 2570). Food service will also handle your set-up requirements unless set-up requires moving furniture from one building to another. In that case, you must request help from Maintenance. Sound system, audiovisual equipment, and/or additional sound equipment must be secured from Media Resources, ext. 2460.

#### Policy for University Agencies and Groups

- A. Colleges, schools, departments, offices, and other university agencies are given priority for scheduling all university facilities, without cost, when used for university business. In addition, these agencies will have top priority for scheduling the facilities that were constructed primarily for their use. However, since the university reserves the right to schedule use of facilities in a manner which best serves the interests of the entire university community, other activities may be scheduled into those facilities.
- B. Requests will also be considered from groups or organizations officially recognized by the university. Such requests should bear the signature of the organization's adviser. When approval is granted, it is given with the understanding that the activity will be carefully supervised by the adviser and other representatives of the organization. The adviser and the organization will be responsible for control of the

- activities, for any damage to the facility, and for costs to provide adequate custodial and security support when required.
- C. Student organizations charging an admission fee or requesting a donation must secure authorization from the director of Student Activities and Organizations at least three weeks prior to the event in order to confirm the reservation for a facility.
- D. In order to partially defray overhead costs, the university will assess a charge of twenty-five percent of the facility usage fee. This charge will be assessed only when a university group utilizes the facility for a fund-raising activity of a nonacademic nature.
- E. To the maximum extent feasible, users should submit their requests for the use of facilities to the Scheduling Center **prior** to the beginning of each fall, spring, and summer session. When maintenance work is required, requests should be submitted at least **ten** working days prior to the event. When maintenance is not required, submit requests at least **three** working days prior to the scheduled event. If your event is cancelled, please notify the Scheduling Center immediately.
- F. Academic use, i.e., scheduled courses and examinations, shall be given first priority in facility scheduling (except for Fisher Auditorium).
- G. Activities that have normally occurred at the university on a regular basis and are open to the entire academic community shall receive priority over other events.
- H. Activities should normally be scheduled into the kind of facilities for which they were constructed. Auditoriums such as McVitty, Cogswell, and Beard are to be scheduled on a priority basis with academic functions being considered first. Pratt Auditorium and Fisher Auditorium were developed for other university activities, and these should be given top priority.
- I. The Student Cooperative Association and the Foundation for IUP are considered university agencies for the purpose of scheduling university facilities. When university facilities are utilized for camps sponsored by the foundation, a facility fee will be paid to IUP in accordance with Policies for Nonuniversity Groups. For residential groups, daily residence hall rates will be computed in accordance with the following formula: the established weekly room charge minus telephone cost, divided by seven.
- J. Nonacademic regularly scheduled meetings should be held in classrooms whenever possible.
- K. If any university person or group requests a facility for an activity (for example a regional, state, or national conference) this request must receive the approval of the School of Continuing Education before processing by the Scheduling Center.
- L. Social and cultural activities will generally be scheduled on a first-come, first-served basis. The Scheduling Center will have the authority to schedule an activity into a facility which it deems most appropriate for such activity. Requests of this nature must normally be submitted to the Scheduling Center no later than the first day of the fall, spring, and summer sessions. Other requests will be considered according to the availability of space.
- M. A university person or group may not act as a sponsor for a nonuniversity organization for the purpose of avoiding the fee payment as outlined on the charge list for nonuniversity users. Any known violation of this policy will result in a post-fee assessment for such use and the likely denial of future requests.
- N. The university reserves the right to disallow the use or reuse of a facility if it is abused.
- O. Specific policies exist concerning the use of the Blue Room, East Parlor, Gorell Recital Hall, Fisher Auditorium, and Flagstone Theater. Information on these policies and procedures as well as details of the policy for nonuniversity groups can be obtained from the Scheduling Center, G8D Sutton Hall.

## ***Evacuation Procedures***

The following building evacuation procedures will be implemented by occupants of IUP buildings in the event of a fire alarm.

### **A. Before a Fire**

1. Know the location of all fire alarm stations.
2. Know the location of all fire extinguishers.
3. Know the location of all exits.
4. If a student has special needs due to a disability, the student should notify responsible staff members so that special evacuation plans can be made in the event of an emergency.
5. Know locations of blue light emergency phones.

### **B. Discovering a Fire**

1. Sound the alarm immediately.
2. Dial telephone fire emergency number 9-911 first then call University Police (2141). If phone is not available, use emergency blue light phones.
3. Shut all doors and windows.
4. Vacate the building by the nearest accessible exit.
5. Do not use elevators.

### **C. Hearing the Fire Alarm Sound**

1. Open curtains.
2. Close all windows tightly.
3. Put on shoes and coat and take a towel to cover the face.
4. Vacate the room and close the door.
5. Vacate the building by the nearest accessible exit.

### **D. Do Not Use Elevators**

1. If power fails, they may stop and occupants would be trapped.
2. Walk at a safe speed and use nearest accessible exit.

### **E. After Vacating the Building**

1. Listen for instructions from staff members and safety officers.
2. Leave the immediate vicinity of the building.

# *Summary of Indiana Borough Ordinances and State Laws*

## **A. General Statement**

Students are expected, as citizens, to abide by the laws and regulations of the Borough of Indiana and the Commonwealth of Pennsylvania in addition to the rules of the university. The following information is presented in an effort to make students aware of certain borough ordinances and state laws dealing with personal conduct.

In 1972 the Pennsylvania legislature enacted a variety of laws lowering the legal age of the majority from twenty-one to eighteen. These laws have a significant impact upon IUP students, since many of them are in the eighteen-to-twenty age group. A minor in the Pennsylvania rules of court has been defined as "an individual under the age of eighteen years." With the exception of the drinking age, an eighteen-year-old in Pennsylvania is legally an adult. Further information on the following ordinances and laws can be obtained from the Campus Police Office, First Floor, Sutton Hall.

## **B. Local Ordinances**

### **Antinoise Ordinance**

This ordinance prohibits noise of such volume as to cause annoyance in excess of fifty feet from a residence.

### **Bicycles**

Persons riding bicycles on borough streets are expected to obey the same laws as persons operating motor vehicles.

### **Disorderly Conduct**

Several ordinances specify actions covered by the general charge of disorderly conduct: loud, boisterous, or unseemly noises, use of indecent language, damaging public or private property, and prowling.

On conviction before a magistrate, fines may range from \$2 to \$100 plus costs, depending on the offense. Serious cases of disorderly conduct can be prosecuted as misdemeanors.

Indiana Borough has an antinoise ordinance, by which it is a violation to be the cause of any noise which can be heard from fifty feet away or more.

### **Leash Laws/Nuisance**

Indiana Borough's leash law requires dogs to be on a leash at all times while in the borough.

Indiana Borough's nuisance ordinance requires anyone walking a dog in the borough to clean up defecation from public or private property.

### **Littering**

Littering in the borough is subject to a fine of \$100 plus costs.

### **Open Container**

Indiana Borough ordinance prohibits any person of any age from appearing in a public area with an open container of an alcoholic beverage. Violation of this ordinance is punishable by a fine.

### **Outdoor Fires**

It is unlawful to start a fire of any description out of doors.

### **Street Signs**

It is unlawful to deface or steal signs. Theft of street signs and markings has caused serious accidents.

## **C. Extracts from the State Crime Code**

### **Forgery**

Anyone who fraudulently signs another person's name to a document, such as a check, is guilty of forgery. Forgery is a felony and is punishable by a fine between \$10,000 and \$25,000 or imprisonment not exceeding ten years, or both.

### **Fireworks**

It is illegal to possess or use fireworks in the Borough of Indiana. Prosecution is usually under disorderly conduct.

### **Library Theft**

A person who attempts to remove library property from the library is guilty of library theft. If an individual conceals or attempts to conceal library property, he/she is guilty of this offense. The individual does not have to leave the premises in order to be considered in violation; the law itself provides for a presumption of intent. The penalties for violating this law range from a summary offense punishable by a fine to a felony offense punishable by imprisonment.

In cases involving conviction for library theft, the defendant is required by law to be fingerprinted, and those fingerprints are subsequently turned over to the State Police.

**Retention of library property after notice to return** is also a summary offense punishable by a fine and restitution of cost of materials and any other costs incurred by the library in the process of prosecution. A person is guilty of this offense if he/she fails to return library property **within thirty days** of receiving a written notice from the institution.

Complete copies of laws concerning library property can be reviewed at the university libraries or Campus Police.

### **Liquor**

The age of majority has not been changed regarding liquor in Pennsylvania; therefore, the following laws are still in effect: A person is guilty of a misdemeanor of the third degree if he or she being under the age of twenty-one years knowingly and falsely represents himself to be twenty-one years of age to any licensed dealer or other person for the purpose of procuring or having furnished to him or her any intoxicating liquors. Maximum penalties: \$2,500 fine and/or one year in jail.

A person is guilty of a summary offense if he or she being less than twenty-one years of age, attempts to purchase, purchases, consumes, possesses, or transports any alcohol, liquor, or malt beverage. Any fine under this section shall be decreed to be paid to the local government in which the offense was committed, for the use of the local government. Maximum penalties: \$300 fine and/or ninety days in jail.

A person is guilty of a misdemeanor of the third degree if he or she knowingly, willfully, and falsely represents to any dealer or other person any minor to be of full age for the purpose of inducing any such licensed dealer or other person to sell or furnish any intoxicating liquors to a minor. Maximum penalties: \$2,500 fine and/or one year in jail. Minimum fine: \$300.

The state Liquor Control Board operates under state laws. Under these laws it is a misdemeanor to unlawfully transfer an identification card for the purpose of falsifying age to secure malt or alcoholic beverages. Also it is a misdemeanor for any person to sell, furnish, or give to any minor under twenty-one years of age any malt or alcoholic liquor. Penalty: \$100 to \$300 fine and/or three months in jail.

#### **Manufacture or Sale of False ID Card**

A person commits a misdemeanor of the second degree if he or she intentionally, knowingly, or recklessly manufactures, makes, alters, sells, or attempts to sell an identification card falsely representing the identity, birth date, or age of another. Minimum penalty for first offense is \$1,000 fine and a minimum fine of \$2,500 for a second or subsequent offense.

#### **Carrying a False ID Card**

A person commits a summary offense for the first violation and a misdemeanor of the third degree for any subsequent offense if he or she, being less than twenty-one years of age, possesses an ID card falsely identifying that person by name, age, date of birth, or photograph as being twenty-one years of age or older, or obtains to obtain liquor or malt or brewed beverages by using the ID card of another or by using an ID card that has not been lawfully issued to or in the name of that person who possesses the card. Maximum penalty for the first offense is \$300 and minimum fine for the second or subsequent offense is \$500.

#### **Restriction of Operating Privileges**

In addition to any other fine or sentence imposed by a court, a person who is guilty of any of the offenses dealing with the possession, consumption, or transportation of alcohol or possessing, making, or displaying a false ID will have vehicle operating privileges suspended for a period of ninety days for the first offense, one year for the second offense, and two years for the third or subsequent offense.

#### **Drugs and Narcotics**

In June, 1972, Pennsylvania adopted the Uniform Controlled Substance, Drug, Device, and Cosmetic Act. This act liberalized the Pennsylvania law in the field of drugs and narcotics and in many respects reduced the penalties for violations of the new law in this field. The law reduced many drug violations to the class of misdemeanor. One of the major exceptions is the distribution of drugs by a person over twenty-one years of age to a person under eighteen years of age, who is at least four years his junior. This violation is the most heavily punishable under the act.

The act provides that the possession of a small amount of marijuana only for personal use, or possession of a small amount with intent to distribute but not to sell, or the distribution of a small amount but not for sale carries a maximum sentence of thirty days

and a maximum fine of \$500. A small amount is defined as thirty grams of marijuana or less or eight grams of hashish.

Furthermore, the act provides that first offenders may receive probation without verdict, and if the probation conditions are satisfactorily carried out the proceedings will be dismissed. Also, if this procedure is used, the arrest and prosecution will be erased from the record.

#### **Retail Theft (Shoplifting)**

Any person committing the first offense of retail theft when the value of the merchandise is less than \$100 is guilty of a summary offense. Maximum penalties: \$300 fine and/or ninety days in jail.

Upon conviction of a second offense when the value of the merchandise is less than \$100, the person shall be guilty of a misdemeanor of the second degree. Maximum penalties: \$5,000 and/or two years in jail.

Upon commission of third or any subsequent offense, regardless of the value of the merchandise, the person shall be guilty of a misdemeanor of the first degree. Maximum penalties: \$10,000 and/or five years in jail.

When the value of the merchandise shall be \$100 or more, any person who shall commit the offense of retail theft, whether the same shall be a first or subsequent offense, shall be guilty of a misdemeanor of the first degree. Maximum penalties: \$10,000 and/or five years in jail.

In all cases involving conviction of retail theft, the defendant is required by law to be fingerprinted, and those fingerprints are subsequently turned over to the Pennsylvania State Police.

### **D. Types of Prosecution**

Violations of laws and ordinances are prosecuted under three classifications:

#### **Summary Offenses**

Nearly all borough ordinances come under the Summary Offense Classification. Many can be cleared up within forty-eight hours by paying a fine and costs at the Municipal Building. Most moving vehicle violations and others not cleared in the forty-eight hour period are processed by a magistrate. State law requires the magistrate to add costs to the penalty and determines the amount of the costs to be added.

Examples of summary offenses are most types of disorderly conduct, violations of the Motor Vehicle Code, and first offenses of shoplifting.

#### **Misdemeanors**

The State Crimes Code provides for three degrees of misdemeanors. The degree determines the maximum sentence and fine which may be imposed upon conviction and, therefore, the seriousness of the crime. A defendant charged with a misdemeanor is afforded the same procedural safeguards as a defendant charged with a felony. The case will be heard by a magistrate at a preliminary hearing. If a *prima facie* case is shown by the commonwealth, then it will be sent to trial and will then be heard by a judge either with or without a jury at the option of the defendant.

Examples are driving under the influence of alcohol, driving during suspension of operator's license, and furnishing liquor to a minor.

#### **Felony**

Cases involving crimes of the most serious nature are denoted as felonies. There are three grades of felonies in Pennsylvania. The degree determines the maximum sentence and fine which may be imposed upon conviction. A defendant charged with a felony will have his/her case heard by a magistrate at a preliminary hearing. If a *prima facie* case is shown by the commonwealth, then the case is sent to trial and will be heard by a judge either with or without a jury at the option of the defendant.

Examples are murder, rape, arson, burglary, theft, and forgery.

#### **Regulations on Telephone and Mail Service**

Students found guilty of the following infractions will be subject to disciplinary action. Federal and State Law provide that:

Anyone with intent to defraud who gives information to the operator or agent of any telephone company, so that the charge thereof is made to the account of another without authorization, shall be liable to fine or imprisonment or both. Further, federal and state law prohibit the providing of false information with the intent to defraud the telephone company. This would

also apply to the use of a "phone card" by other than the authorized party. This offense if punishable by fine and/or imprisonment.

Students are warned that it is illegal to use fictitious names in order to receive articles through the United States mail. Such actions are treated as theft.

## ***Automobile and Parking Regulations***

- A. Resident students are not permitted to bring automobiles or motorbikes to the campus with the exception of the following provisions:
  1. Medical reasons
  2. Work assignments requiring an automobile
  3. Student teaching
- B. A resident decal for your vehicle may be obtained upon written application to the Campus Police Office, first floor, John Sutton Hall.
- C. Parking violators will have vehicles ticketed and a fine of five dollars assessed. A written request for a review of the ticket should be sent to the Campus Police within five days. If the fine is not paid, a traffic citation will be filed with the magistrate's court.
- D. A copy of university parking regulations can be obtained from the Campus Police Office.



## IUP and the Community

### IUP Special Events

#### Alumni Weekend

Alumni Weekend is scheduled annually in June. All alumni are invited to take part in the weekend. Special reunion events for the twenty-fifth, thirtieth, thirty-fifth, fortieth, forty-fifth, and fiftieth-year classes, as well as occasionally for other class years, are planned. Class reunions, an awards dinner, seminars, alumni dinner dance, and family activities are all part of Alumni Weekend. Alumni who have made outstanding records in terms of achievement are recognized.

#### Artist Series

The Office of Student Activities and Organizations presents a series of major, internationally renowned, cultural programs throughout the year in the areas of music, dance, and theater. Programs are selected by a committee made up of students and faculty, while the production of the event itself is done by the students. The series is subsidized by the Student Cooperative Association.

#### Commencement

A formal, universitywide commencement ceremony is held once a year in May. Students who have graduated the preceding August and December, as well as current May graduates, are eligible to participate. The main ceremony, held in George P. Miller Stadium, is followed by separate departmental ceremonies.

#### Homecoming

Homecoming draws more people to campus than any other annual event. Students, alumni, and area residents gather for the parade through town, the carnival on campus, and the football game at Miller Stadium. Numerous units are included in the parade, for which campus organizations design and construct floats in keeping with the year's theme. The carnival, sponsored by the IUP Alumni

Affairs Office and the Alumni Association, features music, food, and games and provides a convenient meeting place for Homecoming visitors. A traditional conclusion of the weekend is an alumni dinner dance at the Indiana Country Club, to which the parents of students, as well as alumni, are invited.

#### Open House

This day provides an excellent opportunity for prospective students, parents, visitors to the area, community residents, guests and friends of the university, and alumni to visit IUP and seek out information on the university and its programs. An admission hour, campus tour, open house in a residence hall, veterans outreach program, and information sessions on campus organizations are conducted. Other events include a football game in Miller Stadium and a special luncheon.

#### Parents' Day

Each fall semester, a Saturday is designated as IUP Parents' Day. Parents' Day allows parents and friends of students an opportunity to see and become acquainted with the IUP campus. Activities presented include tours, discussions, a football game, etc. Entertainment is provided in the evening. Parents are invited to meet faculty and administrators at discussions held by the various schools. Parents' Day provides a good opportunity to acquaint parents with the university.

#### Theater-by-the-Grove

Theater-by-the-Grove, the production unit of the Department of Theater, annually presents three programs of theatrical productions, performed in its fully renovated theater facility in Waller Hall. These productions are supported in part by the Student Cooperative Association. The Mainstage season consists of two major productions in the fall semester and two in the spring, performed on the flexible stage of Waller Theater. Over the course of four years, these productions will include modern and classic plays, comedies, and dramas, as well as musical plays produced in collaboration with the Department of Music. Selected Mainstage productions participate in the American College Theater Festival, sponsored by the Kennedy Center in Washington, D.C. Over the years, many students and faculty members have won awards for excellence for their work in festival productions. The other two theater seasons include the following: the Acorn Project, which is performed during the fall and spring semesters in the Studio Theater of Waller Hall and consists of student and faculty projects; and Theater-by-the-Grove's Summer Theater, a professional theater operating in conjunction with URTA (University Resident Theater Association) under a special arrangement with Actor's Equity Association, the union for professional actors. For more information, contact the theater department at 357-2965.

#### University Museum

The University Museum is located in the north wing of the first floor of John Sutton Hall. Exhibits change monthly and focus on a variety of interests for persons of all ages. A turn-of-the-century Indiana Normal School dormitory room is a permanent museum feature. Admission is free; tours for special groups may be made by calling in advance. Special museum programs are listed in local cultural calendars.

#### University Museum Hours

Monday-Friday  
Thursday evening

11 a.m.-4 p.m.  
7-10 p.m.

## The Indiana Community

### Community Referral Services

The following is a list of other agencies and organizations to which individuals of all ages and conditions can turn for information or help. These agencies are staffed by professional or trained personnel who are competent to deal with particular needs or concerns.

#### Alcoholics Anonymous

(Phone 349-4061)

Calvary United Presbyterian Church, 695 School Street, Indiana, PA 15701

Services: For those who want and need sobriety; discussion meetings and speaker meetings; group therapy approach. On-call twenty-four hours a day. Services also available at United Ministry, 825 Grant Street, Indiana.

#### Alice Paul House

(Phone 349-4444 Hotline answers twenty-four hours a day)

P. O. Box 417, Indiana, PA 15701

Services: Provides crisis and ongoing counseling to victims of sexual assault, incest, and domestic violence; shelters sexual assault and domestic violence victims when necessary; offers groups for adult survivors of incest and sexual assault. All services are free and are provided in strict confidentiality.

#### Birthright of Indiana County

(Phone: 463-9118)

Newman Center, 1200 Oakland Avenue, Indiana, PA 15701

Services: Telephone hotline for problem pregnancies. Provides information on financial aid available through state and local agencies, information on adoption, doctor placement, pregnancy testing, counseling, or counseling referrals. Volunteers man phone from 7 p.m. to 10 p.m. each weekday; during day, client will be referred to two volunteers. A twenty-four hour answering service is maintained.

#### Family Counseling Center of Armstrong County

(Phone: 543-2941)

150 South Jefferson St., Kittanning, PA 16201

Services: Provides intake and referral services, psychological and psychiatric assessment; individual, group, marital, and family therapy; medication, evaluation, and case management; and adult day hospitalization. Care is provided regardless of financial status.

#### Family Planning Services of Indiana County

(Phone: 349-2022)

936 Philadelphia St., Indiana, PA 15701

Services: Available to help any person who is interested in any type of fertility, either preventing or planning. The service also provides medical examination and pregnancy testing. Information and counseling are available to anyone interested. The director is available to speak to interested groups.

#### Indiana County Catholic Charities Agency

(Phone: 463-8806)

637 Philadelphia St., Indiana, PA 15701

Services: Provides individual, marriage, and family coun-

seling. Special expertise includes pregnancy counseling, which assists any woman experiencing difficulty in planning for her expected child. Foster care provided to newborn infants pending adoption placement or return to natural mother. Adoption counseling provided to prepare prospective adoptive couples for placement of a child. Also offers Family Life Services to parishes.

#### Indiana County Guidance Center

(Phone: 465-5576)

Suite 201, 699 Philadelphia Street, Indiana, PA 15701

Services: Provides outpatient diagnostic and treatment services for socially and emotionally disturbed children and adults. Marriage counseling services are extended. Therapy is provided by the psychiatrist, psychologists, social worker, and a psychiatric nurse who makes home visits as part of the follow-up for patients discharged from psychiatric inpatient care. Maintains twenty-four-hour emergency telephone answering service. Facilities available to all residents of Indiana County with fees based on ability to pay.

#### Open Door

(Phone: 465-2605)

20 South Sixth Street, Indiana, PA 15701

Services: A community counseling and crisis intervention center, the Open Door primarily provides services to victims of drug and alcohol problems and their families. Services available on a twenty-four-hour-a-day basis, 365 days a year. Counseling staff includes four professional certified addictions counselors, a psychologist, and a consulting physician. A volunteer staff of seventy well-trained volunteers provide crisis intervention services. Services to IUP students are provided without charge; strictest confidentiality guidelines are followed.

### Community Attractions

#### Area Fairs

The Indiana County Fair has something for everyone. From tractor pulling contests in the dirt to the smell of popcorn, everyone has a great time. The fair is held annually at Mack Park. Grandstand entertainment featuring harness racing is always a big attraction. The fair is held during the last week in August. For information, contact the Tourist Bureau Office, 463-7505.

"A good old country fair" atmosphere is an ingredient which is always present at the Ox Hill Fair. Numerous games and contests which include a "rolling pin throwing" contest highlight the fair, which is held the first week in September. The fair site is located about fifteen miles northwest of Indiana. For details, phone 463-7505.

#### Downtown Indiana

Students are a short walk or bus ride away from Indiana's central business district. Specialty shops, restaurants, banks, pharmacies, dry cleaning, shoe repair, hair salons, and the Indiana Post Office are conveniently located in a five block area adjacent to IUP. Special events are planned throughout the year that offer entertainment and the opportunity to socialize: Greatest Garage Sale on Earth (May), New Growth Arts Festival (July), Indian Summerfest (September), and Festival of Lights (November).

Downtown Indiana has more than a hundred retail, restaurant, financial, and service establishments eager to serve the needs of the IUP community.

## **Commercial**

### **Bowling Alleys**

Patterson Lanes – 421 North 4th Street/Indiana  
Mohawk Lanes – 1820 Rte. 286 South/Indiana

### **Drive-Ins**

Palace Gardens – 225 Indian Springs Rd./Indiana

### **Golf**

Meadow Lane Golf Course – Hamill Rd./Indiana  
VFW Golf Club – 824 Indian Springs Rd./Indiana

### **Miniature Golf**

Burtick Mini-Golf – Rte. 286 South/Indiana

### **Racquetball Courts**

Hadley Union Building Recreation Center/Indiana  
Memorial Field House – IUP/Indiana

### **Theaters**

Cinema Theater – Regency Mall/Indiana  
Cinemas IV – Indiana Mall/Indiana

In addition to shopping in downtown Indiana, students have four malls for shopping. The Indiana Mall opened in 1979. Located at 2090 Rte. 286 South, the mall has many department stores, specialty shops, restaurants, and theaters.

Regency Mall, Rte. 286 South, offers several fine stores and theaters.

University Park Plaza on Wayne Avenue is just a short walk from campus.

On the other side of town, the North Plaza on North Fourth Street contains a supermarket and several stores.

## **Indiana Churches**

Beth Israel Congregation – Fifth and Washington streets

Calvary Evangelical Free – West Pike and Ben Franklin Rd.  
Calvary United Presbyterian – 695 School St.  
Christ Episcopal – 912 Philadelphia St.  
Christian and Missionary Alliance – 2440 Warren Rd.  
Church of Christ – 225 East Pike  
Church of Christ – Route 119, two miles north of Indiana  
Church of God – Third and Water streets  
First Assembly of God – 1445 West Church Ave.  
First Baptist Church – Oakland and Church streets  
First Christian Church – Fifth and Water streets  
Free Methodist Church – 412 Church St.  
Fundamental Baptist – Rte. 286 West  
Grace United Methodist – Seventh and Church streets  
Graystone United Presbyterian – Church Street and Carpenter Avenue  
Gospel Hall – Fifth and Locust streets  
Indiana Church of the Brethren – 2010 Rte. 286 South  
Jehovah's Witness Kingdom Hall – 450 East Pike  
Newman Center, Thomas More Chapel – 1200 Oakland Ave.  
Salvation Army – 635 Water St.  
Seventh Day Adventist Church – 1496 Indian Springs Rd.  
St. Bernard Catholic Church – Clairvaux  
Student Lutheran Campus Center – 875 School St.  
Trinity United Methodist – Fourth and Church streets  
Unitarian Universalist Fellowship of Indiana County – for information, call 349-2776.  
Wesleyan Methodist – 1200 Church St.  
Zion Lutheran – Sixth and Church streets

### **Places to See**

Contact: Historical & Genealogical Society of Indiana County, 6th Street and Wayne Avenue, Indiana, PA 463-9600

Indiana County Visitors & Convention Bureau, 827 Water Street, Indiana, PA 463-7505

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IUP and the Student Cooperative Association reserve the right to repeal, change, or amend the rules and regulations contained in this bulletin at any time. Tuition and fees are also subject to change.

A state-owned and state-controlled institution, IUP is one of fourteen members of the State System of Higher Education. It is an approved and fully accredited member of the Middle States Association of Colleges and Schools, the National Council for Accreditation of Teacher Education, the American Home Economics Association, the American Chemical Society, the National League for Nursing, the American Society of Safety Engineers, the Committee on Allied Health Education and Accreditation, the National Association of Schools of Music, the National Association of School Psychologists, and the National Accrediting Agency for Clinical Sciences.

According to IUP's Mission Statement, "...The university community must be supportive of and open to all scholars regardless of race, religion, creed, age, sex, sexual orientation, disability, or ethnic heritage..." Full participation from each member of the university community in activities that support this mission is encouraged. Each member of the university community has a right to study and work in an environment free from any form of racial, ethnic, and sexual discrimination. The university will not tolerate racial and ethnic discrimination.

IUP is committed to providing leadership in taking affirmative action to assure equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, lifestyle, affectional or sexual preference. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity and affirmative action to the following administrators: Management and University Concerns: Dr. Cynthia Cronk, Director, Human Resources, G-30 Sutton Hall, IUP, Indiana, PA 15705; Faculty Concerns: Ms. Sharon Brown-McGowan, Assistant Provost, 204 Sutton Hall, IUP, Indiana, PA 15705; Student Concerns: Ms. Linda Hall, Assistant Vice President for Student Affairs, 215-A Sutton Hall, Indiana, PA 15705.

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